



## **Guidelines for Serving Alcohol at University-Sponsored Events**

Revised: May 25, 2011

### **I. Introduction.**

The following guidelines have been developed to provide consistent and comprehensive information about applicable laws and University rules concerning alcohol service at University-sponsored events to the campus as a whole. These guidelines replace the version previously issued on July 10, 2000.

### **II. Purchase and Sale of Alcohol**

No State-appropriated or Federal funds may be used to purchase alcohol. Some funds that are classified as institutional trust funds and special funds may be used to purchase alcohol, but only if those funds are discretionary in nature and the fund authority is sufficiently broad to cover this purchase. For example, scholarship funds or funds handled through the Office of Sponsored Research are not discretionary in nature. Information about whether a particular trust fund may be used for such purchases may be obtained from the Controller's Office at 962-1370.

The following facilities on University property meet the statutory requirements in N.C. Gen. Stat. §18B-1006(a) permitting alcohol to be sold in such facilities: the Carolina Inn; the Hill Alumni Center; the Rizzo Center; Finley Golf Course; and the following performing arts venues: Memorial Hall, the Paul Green Theater and the Ackland Art Museum. Alcohol may also be sold under limited circumstances in Kenan Stadium's Blue Zone. Each of these University facilities shall maintain and follow facility-specific procedures for the sale of alcohol at the facility, which shall be designed to manage risk and comply with applicable laws and regulations. Alcohol cannot be sold, directly or indirectly, at any other campus location. This means that when a function is held elsewhere on campus, there can be no "cash bars," nor can there be a cover charge for an event at which alcohol is purportedly "given away." However, a set price for a reception or meal where the serving of alcohol is incidental to the reception or meal is permitted, provided the facility where the event is held is otherwise authorized under this policy for the serving of alcohol.

### **III. Service of Alcoholic Beverages.**

Subject to the exceptions described in this policy, no alcohol may be served, displayed or consumed at any University-sponsored event in any University open space or in any University building.

Alcohol may be served, displayed and consumed at invitation-only, private functions hosted by individuals that are held at the Ackland Art Museum, the Paul Green Theatre, the James M. Johnston Center for Undergraduate Excellence, the Friday Continuing Education Center, the Kenan Center, the George Watts Hill Alumni Center, the Morehead Planetarium Building, the Knapp-Sanders Building, the Rizzo Center, Gerrard Hall, Hyde Hall, the FedEx Global Education Center, the North Carolina Botanical Garden, and parts of Carroll Hall, the Smith Center and Koury Natatorium. To the extent these facilities are available for use by other University administrative units, arrangements for such events must be made with the particular facility. Each of these University facilities where alcohol may be served shall maintain facility-specific procedures for the service of alcohol at the facility, which shall be designed to manage risk and comply with applicable laws and regulations. It is the responsibility of the unit hosting the event to comply fully with the facility's policy on alcohol.

Any University unit wishing to serve and allow for the display and consumption of alcoholic beverages in a facility or open space other than those listed above may do so only if:

- (1) a request is submitted by the Department Chair or Director of the University unit hosting the event (using the attached request form);
- (2) the event is a University-sponsored, invitation-only, private function;
- (3) permission is received from the Dean of its academic unit or from the appropriate Vice Chancellor (if a non-academic unit); and
- (4) permission is received from the Provost's Office.

Except for University holidays, no alcohol may be served at any campus location (with the exception of those campus facilities authorized to sell alcohol under Section II) on a weekday until after 5:00 p.m. Only the Chancellor or his designate may authorize an exception to this provision.

It is a violation of North Carolina law to serve alcohol to anyone under 21 years of age. University administrative units planning functions that are likely to be attended by students under 21 are strongly discouraged from serving any alcohol to anyone at such functions. If the unit plans to serve alcohol at a function that will be attended by guests under the age of 21, the unit must submit, as part of the approval process, an explanation of the method by which it will determine which guests are over 21 and how it will assure that guests under 21 are not served alcohol.

Where proper permission has been obtained and the event is being held at one of the units listed previously in this policy or one for which permission has been properly secured, the following requirements must be met at all functions where alcohol is served:

- Access to the event must be limited to invitees and controlled throughout the event. The event may not be open to the public. For outdoor events, special steps must be taken (for example, tents with sides or other significant barriers) to control access and delineate the area for the event.
- A sufficient amount of alternative, nonalcoholic beverages must be available.

- A sufficient amount of substantial, wholesome food (heavy hors d'oeuvres or dinner) must be served.
- The alcoholic beverages must be served by a professional caterer or bartender with liability insurance.
- No self-service of alcohol is permitted.
- A reception with alcoholic beverages that is followed by a full meal may last no longer than one hour. A reception with alcoholic beverages that is not followed by a full meal may last no longer than two hours.

In addition to the above requirements, if individuals under age 21 will be attending the function, the University administrative unit hosting the event must take precautions to be sure that no one under 21 is served alcohol. Such precautions might include:

- a sign on the bar that says "Over 21 Only" or "No Students" and an instruction to the caterer or bartender to ask for proof of age whenever there is any doubt that an individual is 21;
- color-coded nametags or place cards for guests under 21 and instructions to the bartender and/or waiters as to the significance of the color-coding; and
- instructions to bartenders, waiters and unit employees in charge of the event to be alert to the possibility that guests over 21 may attempt to obtain alcohol for guests under 21.

It is the unit's responsibility to be certain that individuals under the age of 21 are not served or provided any alcohol.

*This Policy is maintained by the Office of the Vice Chancellor and General Counsel*

REQUEST FOR PERMISSION TO SERVE ALCOHOLIC BEVERAGES  
AT A UNIVERSITY SPONSORED EVENT

If you wish to serve alcoholic beverages at a University-sponsored event, please read the *Guidelines for Serving Alcohol at University-Sponsored Events* (<http://www.unc.edu/campus/policies/alcohol.pdf>) and complete this form. The completed form must be signed and submitted by the Department Chair or Director of the department or unit hosting the event, and approved by the appropriate Dean (or Vice Chancellor), and the Provost.

NAME OF DEPARTMENT/UNIT HOSTING EVENT \_\_\_\_\_

CAMPUS ADDRESS \_\_\_\_\_

NAME OF CONTACT PERSON \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

LOCATION OF EVENT \_\_\_\_\_

What steps will be taken to limit access to invited guests? \_\_\_\_\_

DATE, TIME, AND DURATION OF EVENT \_\_\_\_\_

Receptions not followed by a full meal may last no longer than two hours.

BRIEFLY DESCRIBE THE EVENT AND SPECIFICALLY IDENTIFY THE GROUP TO BE INVITED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By submitting and signing this request, the Department Chair or Director of the University department/unit hosting the event certifies that:

1. No one under the age of 21 will be served alcoholic beverages
2. The alcoholic beverages will be served by a professional caterer or bartender with liability insurance.
3. There will be no self-service of alcoholic beverages.
4. A sufficient quantity of non-alcoholic beverages will be available.
5. A sufficient quantity of substantial, wholesome food will be available.

\_\_\_\_\_  
Department Chair or Director of unit hosting the event

\_\_\_\_\_  
Date

*Required Approvals:*

\_\_\_\_\_  
Dean (if academic unit) or Vice Chancellor (if non-academic unit)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost

\_\_\_\_\_  
Date