

# **Policies and Procedures Handbook**

## **Illinois Institute of Technology**

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Subject: Serving of Alcohol

Page 1 of 2

As (a) the University has a growing undergraduate student body, a large majority of whom are under the age of 21, (b) the University desires to manage the risks and potential liability associated with alcohol, which can be especially acute on a college campus, and (c) as the University administration believes it is paramount to lead by example, so as to model safe and responsible behavior for its undergraduate students, the following rules are established for the serving of alcohol at any University event, gathering, function or the like (collectively, an "Event") held on or in any University owned or leased property, except individual living quarters (collectively, a "Property").

(For the avoidance of doubt, this policy does not apply to the retail sale of alcohol, which currently is allowed and may occur only in The Bog. The retail sale of alcohol is highly regulated, and the sale of alcohol is expressly prohibited outside any duly licensed locations, which, again, is currently only The Bog. This policy also does not apply to Events held at third-party venues, such as hotels, restaurants and banquet facilities.)

1. Alcohol may never be served to individuals under the age of 21 at any time. If individuals under the age of 21 will be present at an Event, then the Event must include a process for establishing the age of attendees and a system for identifying (e.g., color coded bracelets, tags, stickers or other identifying marks) those under the age of 21 which identification is readily visible to servers.
2. Alcohol is generally limited to only beer and wine. Expressed permission to serve any

before advertising the Event or contracting with the University's sanctioned food and beverage provider (or an approved caterer). The Form, which will be furnished with the catering menu quotation sent by the University's sanctioned food and beverage provider, is otherwise available from the Campus Reservations Office, the Office of Student Affairs, Office of Event Services and the Downtown Campus' Office of Administration and Finance.

5. Absent prior permission from the Vice President for Finance and Administration -- which permission will be granted only in limited circumstances, when the nature and purpose of the Event, and associated facts and circumstances, justify the necessity for such service -- all Events at