



## **Roosevelt University**

### **University Requirements for Serving Alcohol at University-Sponsored Events on Campus**

#### ***Policy 2.13***

Responsible Executive: Vice  
President of Human Resources

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### **University Requirements for Serving Alcohol at University-Sponsored Events on Campus**

Legal use of alcohol will be permitted on campus premises for University-sponsored private events in accordance with the applicable student and employee policies and when the following requirements are met:

1. Event sponsors must obtain prior approval from their Vice President or Dean for the service of alcoholic beverages for all on-campus events. Event approval forms are available on-line. University approval must be obtained at least one week prior to the event and the approval form must be available for review at the event if requested. Failure to obtain prior approval may result in cancellation of alcohol service at the event, cancellation of the event and/or disciplinary action for the employee or student responsible for organizing or managing the event.
2. Alcohol may not be sold on campus. Only the sponsors or their agents may bring alcoholic beverages to the campus. Individuals may not bring alcoholic beverages into events on campus.
3. Alcohol may not be served unless non-alcoholic beverages (in addition to water) and food are also served.
4. Persons under the age of 21 may not possess or use alcohol. Furnishing alcoholic beverages to underage persons is prohibited. No service should be permitted unless clear evidence of legal age is presented. It is the responsibility of the event manager or sponsor to assure that no one who is underage or who appears intoxicated is served alcohol. The burden of proof for showing legal age is on the alcohol consumer.
5. Alcohol may be consumed only in the officially designated event location as detailed in the authorization.

The above requirements do not apply to public events and productions of the Auditorium Theatre of Roosevelt University.

On-campus events managed by external organizations must comply with all local and state laws and contractual requirements for facility rental in serving alcoholic beverages on University premises.

The Roosevelt University Drug and Alcohol-Free Policy prohibits the illegal use of alcohol by students, faculty and staff in the workplace or while conducting University business or activities. Additional policies addressing the improper or unauthorized use, purchase, possession or distribution of alcohol include the Code of Student Conduct and the Employee Professional Code of Conduct. The University reserves the right to establish and implement additional policies related to alcohol use and distribution in the residence halls and for on- and off-campus events sponsored by organizations with formal or informal affiliation with Roosevelt University.