

July 10, 2000

**MEMORANDUM**

TO: Deans, Directors and Department Chairs

FROM: William O. McCoy

SUBJECT: Guidelines for Serving Alcohol at University-Sponsored Events

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. They first went into effect on July 1, 1995, and they are being reissued now to assure campus-wide familiarity with them.

**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 Contracts and Grants 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 Carolina Inn, the Alumni Center, and the Rizzo Center are legally permitted to sell alcohol. 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.

## **Location of Functions on University Property**

With the exceptions noted below, no alcohol may be served, displayed, or consumed in any University open space or in any University building.

Alcohol may be served at invitation-only, private functions hosted by individuals that are held at the Ackland Art Museum, the Paul Green Theatre, West House, 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 Building, 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 facility has detailed rules governing its use and alcohol service at events. It is the responsibility of the administrative unit hosting the event to comply fully with the facility's policy on alcohol.

Any unit wishing to use a facility or open space other than those listed above for invitation-only, private functions must receive permission from the Dean of its academic unit or from the appropriate Vice Chancellor (if a non academic unit) and from the Vice Chancellor in charge of the facility or space in which the event is proposed to be held.

## **Requirements for Functions at Which Alcohol is Served**

Except for University holidays, no alcohol may be served at any campus location (with the exception of those campus facilities authorized to sell alcohol) 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.
- There must be a professional bartender.
- 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 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.