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Policy Name and Number: A2.I **Alcohol Use and Service**

Policy Developer(s): Office of Risk Management

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Contact Person for Website: Director of Risk Management

Body

POLICY

[Alcohol](#) may be used or served on John Carroll University (“the University”) property or in connection with University-sponsored [Events](#) and activities only in accordance with both the procedures enumerated below and applicable state, local, and federal laws and regulations.

PURPOSE

To specify the University requirements for use and provision of [Alcohol](#) on [University Property](#) or in connection with University-sponsored [Events](#) and activities.

SCOPE

This policy applies to all University departments, divisions, schools, units, faculty, staff, students, and any external entity and/or individual serving [Alcohol](#) on [University Property](#), at a University-sponsored [Event](#) or activity, or at an Event off University Property if any part of the cost of the Event is paid with University funds. The policy governs the service of alcohol at Events; a number of other policies govern behavior in regards to alcohol. These include the [Student Code of Conduct’s Alcoholic Beverage Policy](#) and the [Employee Drug-Free Workplace Policy](#).

PROCEDURES

- I. **Permissible Service of Alcohol** (see also [Appendix B](#) for summary chart)
 - [Alcohol](#) may be served only in accordance with these procedures and applicable state, local, and federal laws and regulations.
 - Alcohol may be served only at the following [Events](#):
 - i. An Event taking place on a [Licensed Premise](#) when Service of Alcohol at the Event is in accordance with the liquor license for the Licensed Premise for

A2.1 Alcohol Use and Service

the location of the Event unless the Licensed Premise has been temporarily modified.

- ii. An Event taking place at a location covered by an [F or F-2 Temporary Liquor Permit](#) issued by the State of Ohio. Service of Alcohol at the Event must be in accordance with the F or F-2 Permit for the location of the Event.
- iii. An Event that is a Private Event where the Alcohol is not sold.
- Alcohol may **not** be present in any University laboratory spaces or spaces with chemicals or flammable materials, unless part of an approved research protocol.

2. Scheduling an Event where Alcohol will be Served

- Any Event where Alcohol will be served must be scheduled as provided in this Policy using the space reservation system [Coursedog](#) or a [Facilities Use Agreement](#).
- The Event shall receive all appropriate approvals before it may take place.

3. General Requirements for an Event where Alcohol is Served (see [Appendix B](#) for summary chart)

- Area Where Alcohol is Served
 - i. The area where Alcohol is served must be defined and clearly marked using readily identifiable barriers such as fencing and/or built-in boundaries.
 - ii. For outdoor Events, fencing/barriers shall comply with building and fire codes.
- Service of Alcohol
 - i. Self-service of Alcohol is prohibited. Persons attending the Event may not pour their own Alcohol or be given direct access to coolers, kegs, bottles or containers containing Alcohol or bottles or cans of Alcohol.
- Servers of Alcohol shall comply with all the following:
 - i. Be trained to serve Alcohol (via [Training for Intervention Procedures](#) [TIPS] training or the equivalent) except at an un-catered Event taking place at a private residence;
 - ii. Be 21 years of age or older;
 - iii. Not serve anyone who is visibly intoxicated;
 - iv. Not consume Alcohol before or while they are on duty; and
 - v. Be familiar with the system being used at the Event for verifying that only persons 21 years of age and older are being served Alcohol.
- No one may be served more than two drinks at a time. At Student Events, Students who are 21 years of age and older may be served only one drink at a time.
- No one under 21 years of age may consume Alcohol at the Event.
- Non-alcoholic beverages and food shall be available.
 - i. Food snacks shall be available during all hours of alcohol service.

A2.1 Alcohol Use and Service

- ii. Prepared meals need not be served.
- [Drinking-oriented games](#) are prohibited.
- If the Event is serving Alcohol pursuant to an [F or F2 Permit](#), the following requirements set forth below must also be followed:
 - i. Source of Alcohol Served at the Event
 - Alcohol may only be purchased from an Ohio licensed wholesaler or licensed liquor store.
 - Alcohol from private or non-licensed sources may not be served at the Event.
 - ii. A sign must be posted at every entrance or exit stating *No alcohol beyond this point*.
 - iii. Alcohol may not be served outside the location of the F or F2 permit or a University [Licensed Premise](#).
- 4. Event Monitoring and Security
 - Each entrance/exit to the Event must be monitored so that Alcohol is not brought in or carried out of the Event.
 - For [Private Events](#), there must be a mechanism in place for identifying invited guests to assure that only invited participants enter.
 - [Security](#) will be determined prior to authorization based on the type of event with Alcohol. Please see [Appendix A: Requirements for Events Where Alcohol Is Served](#)
 - Security will not be required for Events at a private residence.
- 5. Other Laws, Regulations, Policies, and Administrative Policy Statements
 - The [Student Code of Conduct's Alcoholic Beverage Policy](#) and the [Employee Drug-Free Workplace Policy](#) govern behavior related to alcohol.
 - An Event where Alcohol is served must comply with all applicable federal, state, and local laws and regulations and University policies, including the [Policy on Student Organization Events with Alcohol](#).
 - If any existing policy or practice of a JCU department, college, school, unit or building conflicts with this Policy, this Policy shall control.
 - Any applicable federal, state or local law shall control over this Policy in the event of any conflict.
- 6. License By Third Party Not-for-Profit: A third-party not-for-profit entity also may apply for an [F or F-2 Permit](#) from the State of Ohio for an event on the University campus. An example would be when an external entity is renting space on the campus for an Event and wants to apply for an F or F-2 Permit so that it can serve Alcohol at its Event. See [Appendix B](#) for summary chart.

7. **Tailgating**¹: While not considered an Event under this policy, when [Tailgating](#) is permitted on campus, Tailgaters must follow all applicable federal, state, and local laws and regulations, University policies, and the University's rules for tailgating:
- Participants must be 21 years of age or older to consume alcoholic beverages and must be able to provide valid ID for proof of age if requested.
 - Consumption is limited to the defined area.
 - No public intoxication.
 - No kegs allowed.
 - Tailgating and clean-up will end 1 hour after conclusion of the sporting event, at which time the regular alcohol policy takes effect on campus.
 - Games or devices that promote rapid alcohol consumption are not permitted.
 - Alcohol is not permitted inside Shula Stadium or while waiting in line outside the stadium.

The following rules also apply to tailgating but do not address alcohol use specifically:

- No tobacco products allowed as we are a tobacco-free campus.
- Charcoal and Propane grills are allowed.
- Wood burning fire pits are not permitted.

DEFINITIONS

1. **Alcohol**: Any alcoholic beverage, including but not limited to beer, wine, liquor, or hard cider.
2. **Additional Security Guard with Invitation List**: This means a security guard in possession of the event invitation list is stationed at the event entrance. No one can gain entrance to the event unless they are on the list. Identification confirmation may be required at event entrance.
3. **Drink Maximum**: Only one alcoholic drink may be consumed per hour with a maximum of three drinks, regardless of the length of the event. This practice is used for student events with Alcohol.
4. **Coursedog**: The online reservation system used by the John Carroll University to reserve University locations.
5. **Drinking-Oriented Games**: Any game that encourages or requires a player to drink based on something that happens in the game (for example, if a player makes a cup, draws/plays a certain card, or rolls a certain combination of dice, etc., the player drinks).
6. **Event**: A conference, fundraising event, meal, meeting or any other gathering (formal or informal)
 - on University Property, or

¹ Tailgating is a privilege, not a right. JCUPD reserves the right to remove those not abiding by tailgating rules.

A2.1 Alcohol Use and Service

- off University Property (including private residences) if any part of the cost of the Event is paid with University funds, or
 - at any approved event or activity sponsored by the University or any recognized University or student organization, on or off University Property.
- b. I. Events include the following:
- Student Events where Alcohol is served and Students are the main participants.
 - Faculty and Staff Only Events where Alcohol is served and Faculty and Staff are the main participants.
 - Events where Alcohol is served involving others outside the University Community and the main participants are not University community members.
 - Events where Alcohol is served involving Faculty and Staff and Students where Faculty and Staff and Students are the main participants.
 - Events where Alcohol is served involving Faculty and Staff, Students, and Others outside the University community where Faculty and Staff, Students, and Other non-University community members are the main participants.
- c. Events do not include the following:
- A private gathering of people in a staff or faculty member's office, departmental suite or conference area. Office as used in this section does not include laboratory space or classrooms or general University meeting areas.
 - Tailgating where the University does not serve alcohol but alcohol is present, and Faculty and Staff, Students, and Other non-University community members are the main participants (see also section IV.G).
 - However, while not included in this policy as an Event, the above must comply with applicable Federal, State and local laws and regulations and University policies (see also section IV.E).
7. **Event Authorization:** Authorization of the event through the on-line space reservations system [Coursedog](#).
8. **Event Coordinator:** One of the following:
- a. The authorized University employee who will remain at the event for the entire duration of the event to ensure compliance with all campus policies regarding Alcohol, the State liquor code, and applicable local laws and regulations; or
 - b. A representative of a non-University entity that is eligible to apply for an [F or F2 Permit](#) as set forth above in the Procedures.
9. **Event Organizer:** One of the following:
- a. The authorized University employee or student who is responsible for or sponsors the event; or

A2.1 Alcohol Use and Service

- b. A representative of a non-University entity that is eligible to apply for an [F or F2 Permit](#) as set forth above in the Procedures.
- 10. **F or F-2 Permit:** A permit issued by the Ohio Department of Liquor Control that authorizes the sale and service of Alcohol at a specific location for a specific date and time for places not listed under [Licensed Premises](#).
- 11. **Insurance:** Liquor liability coverage of a minimum of \$1,000,000 each common cause and a \$1,000,000 aggregate, as well as general liability limits and other insurance as specified in the Facilities Use Agreement used by non-University groups.
- 12. **Invitation List:** A list of all guests who will be in attendance at an event.
- 13. **JCU Facilities Use Agreement Form:** The form used to reserve University locations by outside organizations or private or sponsored events.
- 14. **Licensed Premise:** A specific location where the sale and service of Alcohol for consumption on the location has been authorized under Ohio law. The Licensed Premises on campus are:
 - a. Schott Dining Hall and Underground on the lower level of the D. J. Lombardo Student Center.
 - b. LSC Conference, Murphy, O'Dea, and Jardine Rooms on the upper level of the D. J. Lombardo Student Center.
 - c. Atrium of the D. J. Lombardo Student Center.
 - d. Tony DeCarlo Varsity Center and Blue-Gold Room in the Athletic wing of the D. J. Lombardo Student Center.
- 15. **No Re-entry:** Once a student leaves the event, they may not re-enter the event. This practice is used for events with Alcohol where students are present.
- 16. **Private Event Where Alcohol Is Served:** An Event that is not open to the general public where Alcohol is served. In order to be a Private Event Where Alcohol is served, the Event must satisfy all of the following:
 - a. It must be by invitation only. Invitations to the Event must have been sent to specific individuals. This does not include an Event where attendees register in response to an announcement of the Event.
 - b. There must be a mechanism in place for identifying invited guests to assure that only invited participants enter the Event.
 - c. The Event cannot have been advertised as being open to the public.
 - d. The Alcohol is not sold.
- 17. **Public Event Where Alcohol Is Served:** An Event where Alcohol is served and which is open to members of the University community and/or the public. In order to be a Public Event where Alcohol is served, the Event must satisfy all of the following:
 - a. There must be a mechanism in place for identifying guests who are 21 or older.
 - b. The Alcohol must be sold.

18. **Sale of Alcohol:** Alcohol is served or delivered for value. In particular, Alcohol is considered sold at any Event where Alcohol is served and
- there is a cash bar, or
 - Alcohol is exchanged for tickets or other evidence of payment, or
 - payment of an admission charge, registration fee or other fee or charge allows an individual to attend the Event and be served Alcohol, or
 - a collection is taken at the Event to cover the costs of the Alcohol.
19. **Security Personnel:** An officer from John Carroll University Police Department (JCUPD), an off-duty municipal police officer, or a contracted, outside service (i.e. hired Security Officer).
20. **Sponsoring Department:** The University department/college/school/unit hosting an event.
21. **Tailgating:** An occasion at which sports fans eat food and have drinks out of their vehicle in a parking lot or other area designated by the University, before going in to watch a sporting event.
22. **University Property:** Any property owned, leased, licensed or otherwise under the control of John Carroll University.
23. **Wristbands:** Bands worn around the wrist to indicate event participants who are 21 years of age and older. This practice is used for events with Alcohol where Students are present.

CROSS REFERENCES

1. [Ohio Division of Liquor Control](#)
2. [Coursedog](#)
3. [Facilities Use Agreement](#)
4. [JCU Catering](#)
5. [Student Events with Alcohol](#)
6. [Student Code of Conduct](#): Alcoholic Beverage Policy
7. Insurance: <https://tulip.ajgrms.com/>
8. [Drug-Free Workplace Policy](#)

This policy will next be reviewed **five years** from the approval date/date of last review.

Appendices

APPENDIX A. REQUIREMENTS FOR EVENTS WHERE ALCOHOL IS SERVED

In order to effectively protect and to minimize the liability of our students, faculty, and staff, and that of the University, these requirements were developed to create university-wide requirements that would be supported regardless of division or department sponsoring an event serving alcohol.

The following are the requirements for the five different types of events serving alcohol at JCU: 1) Student Events, 2) Faculty and Staff Only Events, 3) Events Sponsored by Others Outside JCU Community, 4) Events Involving Faculty, Staff and Students, and 5) Events Involving Faculty, Staff, Students and Others Outside the JCU Community. All events with alcohol must be authorized through the space reservations system [Coursedog](#). A summary of these requirements for the five types of events serving alcohol can be found in [Appendix C](#).

STUDENT EVENTS WHERE ALCOHOL IS SERVED

1. Sponsoring department

All student Events must be [sponsored](#) through a University department or a recognized student organization with advisors officially recognized through the Office of Student Engagement.

2. Security personnel

[Security](#) must be hired for all student events with alcohol. There must be one Security Personnel per 50 guests.

3. Coursedog

For Events held on campus the on-line scheduling system [Coursedog](#) must be used to reserve space, and to make arrangements for catering, facility set-up and technology.

4. Insurance

Authorized Student Events Where Alcohol is Served will be insured as applicable by the University's insurance policies.

5. Event organizer

An [Event Organizer](#) must be identified for the event. If there is more than one sponsoring organization, all Event Organizers must be identified.

6. On-site contact

An [on-site contact](#) must be designated for the Event.

7. Approval

A2.1 Alcohol Use and Service

Student Events with alcohol must be first approved through the Office of Student Engagement. Information on that process can be found on the Student Engagement website at

<http://sites.jcu.edu/studentactivities/pages/student-organizations/policies-2/policy-on-events-with-alcohol/>.

8. Invitation list

An [invitation list](#) must be secured for a student Event with alcohol. Only those students and their guests who are on the invitation list will gain access to the Event. The list also will identify which students and their guests are 21 and over.

9. Additional security personnel at entrance with invitation list

In addition to the one Security Personnel per 50 guests, [additional Security Personnel](#) possessing an invitation list must be hired to be at the entrance of the facility for the duration of the event. The Security Personnel will check the IDs of all guests against the invitation list. Any discrepancies and/or fake IDs will be taken away and given to the On-site Contact for referral to the Dean of Students Office for future student conduct procedures.

10. No re-entry

Once a student or guest leaves the Event, they will not be allowed to [re-enter](#).

11. Three drink maximum/one drink at a time

At any student Event with alcohol, there is a three drink [maximum](#), and only one drink can be served to one individual at a time.

FACULTY AND STAFF ONLY EVENTS WHERE ALCOHOL IS SERVED

1. Security personnel

For Events with alcohol in which only Faculty and Staff are the invited guests, no Security Personnel are required. The [Event Organizer](#), [Event Coordinator](#) or any Faculty and Staff employees should contact JCUPD in the event of suspected alcohol policy violations or concerns.

2. Coursedog

For Events held on campus, the on-line scheduling system [Coursedog](#) must be used to reserve space, and to make arrangements for catering, facility set-up and technology.

3. Insurance

Authorized Events for Faculty and Staff will be insured as applicable by the University's insurance policies.

4. **Sponsoring department**

All Faculty and Staff Events with Alcohol must have an identified [sponsoring department](#) responsible for the event.

5. **Event organizer**

An [Event Organizer](#) must be identified for the event.

6. **On-site contact**

An [Event Coordinator](#) who is an on-site contact must be designated for the event.

7. **Event authorization**

Events with alcohol must be authorized by the sponsoring, Department Head and Divisional Vice President. An Event with Alcohol can be authorized by using [Coursedog](#).

EVENTS WITH ALCOHOL INVOLVING OTHERS OUTSIDE THE UNIVERSITY COMMUNITY

1. **Facilities Use Agreement Form**

The [JCU Facilities Use Agreement Form](#) must be completed.

2. **Security personnel**

[Security](#) must be hired for all events with alcohol including students. There must be one Security Personnel per 50 guests. Additional security guard required at entrance door. Security will be provided by the University's food service (or another vendor if another vendor is used).

3. **[Insurance](#)**

Liquor liability coverage with a \$1,000,000 each common cause and a \$1,000,000 aggregate. General liability limits and other insurance as specified in the Facilities Use Agreement.

4. **Event organizer**

On the JCU Facilities Use Agreement Form, an [Event Organizer](#) must be identified for the Event.

5. **On-site contact**

On the JCU Facilities Use Agreement Form, an [Event Coordinator](#) who is an on-site contact must be designated for the Event.

6. **Event authorization**

Events with Alcohol must be authorized by the Assistant Vice President for Facilities.

EVENTS WHERE ALCOHOL IS SERVED INVOLVING FACULTY, STAFF, AND STUDENTS

1. Security personnel

[Security Personnel](#) is not required if 50% of attendees are Faculty and/or Staff for Events of up to and including 100 attendees. If the Event is comprised of less than 50% of Faculty and Staff, or the Event has greater than 100 attendees, then additional Security Personnel is required. Additional Security Personnel also is required at entrance door. Security provided by Aramark or vendor for events using Aramark or a vendor.

2. Coursedog

For Events held on campus, the on-line scheduling system [Coursedog](#) must be used to reserve space, and to make arrangements for catering, facility set-up and technology.

3. Insurance

Authorized Events for Faculty and Staff will be insured as applicable by the University's insurance policies.

4. Sponsoring department

All events with alcohol must have an identified [sponsoring department](#) responsible for the event.

5. Event organizer

An [Event Organizer](#) must be identified for the event.

6. On-site contact

An [Event Coordinator](#) who is the on-site contact must be designated for the event.

7. Event authorization

Events with alcohol must be authorized by the Vice President for Student Affairs as well as the Vice President of the division sponsoring the event (if a different division). An event with alcohol can be authorized through the on-line reservation system [Coursedog](#).

EVENTS WHERE ALCOHOL IS SERVED INVOLVING FACULTY, STAFF, STUDENTS, AND OTHERS OUTSIDE THE UNIVERSITY COMMUNITY

1. Security personnel

[Security Personnel](#) is not required if 50% of attendees are Faculty and/or Staff for Events up to and including 100 attendees. If the Event is comprised of less than 50% of Faculty and Staff, or the Event is greater than 100 attendees, then additional Security

A2.1 Alcohol Use and Service

Personnel is required. Additional Security Personnel required at door possessing the invitation list. Security provided by Aramark or vendor when Aramark or a vendor is used.

2. **Coursedog**

For Events held on campus, the on-line scheduling system [Coursedog](#) must be used to reserve space, and to make arrangements for catering, facility set-up and technology.

3. **Insurance**

Authorized Events for Faculty and Staff, students, and others will be insured as applicable by the University's insurance policies.

4. **Sponsoring department**

All events with alcohol must have an identified [sponsoring department](#) responsible for the event.

5. **Event organizer**

An [Event Organizer](#) must be identified for the event.

6. **On-site contact**

An [Event Coordinator](#) who is the on-site contact must be designated for the event.

7. **Event authorization**

Events with alcohol must be authorized by the Vice President for Student Affairs as well as the Vice President of the division sponsoring the event (if a different division).

An event with alcohol can be authorized through the on-line reservation system [Coursedog](#).

APPENDIX B. LIQUOR PERMITS AND UNIVERSITY SPACE

see [separate file](#)

APPENDIX C. SUMMARY OF REQUIREMENTS

Event Participants	Security Personnel	Invitation List	Additional Security at Door	Wristbands	No Re-Entry	Drink Maximum	CourseDog	Insurance	Sponsoring Department
STUDENTS	Required (see below)	Required	Required	Required	Required	One drink per service with a three drink maximum	Required	Provided by University	Required
FACULTY & STAFF	Not Required (but see below)	(Private party only)	---	---	---	Two drinks per service	Required	Provided by University	Required
OTHERS	Required (see below)	(Private party only)	Food service or vendor	---	---	Two drinks per service	Facilities Use Agreement Instead	Required	---
FACULTY, STAFF, & STUDENTS	May Be Required (see below)	(Private party only)	Food service or vendor	---	---	Two drinks per service	Required	Provided by University	Required
FACULTY, STAFF, STUDENTS, & OTHERS	May Be Required (see below)	(Private party only)	Food service or vendor	---	---	Two drinks per service	Required	Provided by University	Required

Security Personnel

- STUDENTS or OTHER: must always hire security (1 per 50 guests)
- FACULTY & STAFF: none required; must contact JCUPD in event of suspected policy violation
- FACULTY, STAFF, STUDENTS and/or OTHERS: If 50% or more of attendees are faculty and staff and up to 100 attendees, none required; otherwise, additional
- TAILGATING: Security requirement set by JCUPD