



Alcohol Use Policy

Responsible Office	Human Resources	Effective Date	05/01/2018
Responsible Official	Associate Vice President of Human Resources	Last Revision	N/A

Policy Statement

Fairleigh Dickinson University is committed to sustaining an academic environment that both respects individual freedom and promotes the health, safety, and well-being of all members of the University community that includes taking responsibility for one's own actions. It is essential that all employees and students recognize that the misuse and abuse of alcohol constitutes a threat to the educational mission of the University.

Reasons for Policy

Fairleigh Dickinson University seeks to provide an environment that reduces or eliminates the adverse consequences of alcohol misuse and abuse on individuals, groups and the University. All members of the University community are responsible for being fully aware of the requirements of University policies related to alcohol as well as local, state, and federal laws regarding alcohol and other drugs. [Drug and Alcohol Free Work Place Policy]

This policy supplements the University's efforts under the Drug-Free Schools and Communities Act Amendments of 1989, which requires the University to adopt a program to prevent and prohibit unlawful possession, use, or distribution of illegal drugs and alcohol by students and employees.

The use of University resources for the purchase of alcohol are resources that could be deployed directly toward student learning. Therefore, decisions made about the use of University funds should reflect good stewardship of our students' tuition dollars.

Applicability of the Policy

This Policy applies to all persons employed by the University, or acting on behalf of the University: faculty, staff, students, (whether full-time, part-time, permanent or temporary employees), contractors, volunteers, guests and interns.

Policies for the sale, use and consumption of alcohol at the Fairleigh Dickinson University Coffee House/Bottle Hill Pub, when operating as an ABC licensed venue, are governed by separate policy. Policies for the use and consumption of alcohol by students in residential halls are governed by separate policy.

This policy applies to functions or activities whether on real property owned, leased or otherwise controlled by the University or at University functions or activities that occur off-campus and on University-sponsored travel, whether domestic or international.

Employee Conduct

Employees should review the [University's Drug and Alcohol Free Work Place Policy](#) for rules and guidelines concerning personal consumption of alcohol.

Policies Governing Use of Alcohol

- The sale, delivery, possession, use and consumption of alcoholic beverages at University functions or activities is strictly prohibited, except as otherwise provided in this Policy.
- The Fairleigh Dickinson University Coffee House, also known as the Bottle Hill Pub, located in the Florham Campus Student Center, is the only University facility at which Alcoholic beverages are currently permitted to be sold, directly or indirectly.
- Any event in which alcohol will be sold may be required to obtain a Social Affair Permit.
- Where permitted under this policy, the use of alcoholic beverages at University functions or activities shall be considered a privilege and may be allowed only if consistent with local, state, and federal law and University policy.
- Alcohol may only be served on University owned or controlled property for the following and upon approval of the [Alcohol Use Request Form](#):
 - University functions/activities - University Advancement function/activity that are approved by the Senior Vice President for Advancement and the University Provost; or
 - Third party functions/activities - the group, entity or person has entered into a License Agreement with the University and that are approved by the appropriate Campus Executive; or
 - Academic functions/activities - as approved by the University Provost.
- Only individuals of legal drinking age (for example: currently twenty-one (21) in New Jersey) or older may consume alcohol in accordance with this policy.
- No person shall give or otherwise make available any alcoholic beverage to a person not of legal drinking age or to any person who is visibly intoxicated.

Off-Campus University Events and University Trips

1. Prior to any University travel, participants are encouraged to review University standards of conduct, including review of this Alcohol Use Policy. All participants will be held responsible for their behavior during off-campus University functions and University travel.
2. University-sponsored functions/activities held at locations not owned, operated, or controlled by the University require:
 - a) alcoholic beverages be provided and served by a licensed distributor with which the University has entered into a contract for services, and
 - b) approval of the [Alcohol Use Request Form](#).
3. Employees or students on University business or driving University vehicles are prohibited from driving while under the influence of alcohol.

Procedures and Regulations

1. When alcohol is desired to be served:
 1. at any third party function/activity, an [Alcohol Use Request Form](#) must be submitted, by the University Conferences person coordinating the use, at least twenty (20) working days prior to the function/activity for final approval by Campus Executive. Permitted users shall not ever be permitted to sell alcohol;
 2. at any University approved function/activity, an Alcohol Use Request Form must be submitted, by the department, at least twenty (20) working days prior to the function/activity for final approval by the Senior Vice President for Advancement and the University Provost, and
 3. in an academic setting an Alcohol Use Request Form must be submitted, by the department, at least twenty (20) working days prior to the function/activity event for final approval by the University Provost.
2. If approved, copies of the approved Alcohol Use Request Form will be sent to: Campus Executive, Public Safety, Auxiliary Services, and Risk Management. It shall be incumbent upon those offices to further distribute such Form as they deem necessary. A copy of the Alcohol Use Request Form must be prominently displayed during the function/activity.
3. Alcohol must be dispensed under the supervision of the University approved food service vendor at University functions/activities on University owned or controlled property.
4. Alcohol must be purchased from approved University vendors through the use of a University Purchase Requisition/Order, and must be delivered to the University approved food service vendor by such vendor. [Please contact the Purchasing Office for the name and contact information of approved vendors]
5. Any approval for Alcohol use shall be for the location listed on the approved Alcohol Use Request Form; the possession, use or consumption of alcoholic beverages in any other area is prohibited.
6. Any attendee at a function/activity must be prepared to produce identification (e.g., driver's license) verifying their age status.
7. University community members are responsible for their guests.
8. The Sponsoring Employee shall be responsible to ensure that the function/activity is conducted in accordance with University policy. At least one member of the Sponsoring Employee's department that have completed the On-Premise training course offered by Intervention ProcedureS (TIPS) shall be at the function/activity.
9. Consumption of alcoholic beverages cannot be mentioned or implied in publicity for an event.
10. Alcohol cannot be the main focus of a function/activity.
11. Non-alcoholic beverages and food must be served at all functions/activities while alcohol is being offered. Food and non-alcoholic drinks must be displayed as prominently as alcoholic beverages.
12. Employees may not enter into an agreement to co-sponsor (promote drink specials, happy hours or general promotion of drinking establishments) a function/activity with non-university affiliated organizations including, but not limited to alcohol distributors, restaurants, or taverns.

13. No function/activity shall include any form of “drinking contest” or encourage the rapid/excessive consumption of alcohol in the activity or its promotion.
14. Event sponsors should consider limiting alcohol at their event to beer and wine.
15. The Sponsoring Employee shall have the responsibility to have the area where alcohol was served or consumed cleared and cleaned immediately following the function/activity.
16. Student body activity fees shall not be used for purchase of alcoholic beverages.
17. All entrances and exits of University facilities where alcohol is served must be monitored. The function/activity sponsor must arrange with Public Safety for officers for the duration of the function/activity, and Public Safety has the authority to determine the number of Public Safety Officers that must be in attendance at the alcohol service function/activity. Further, the sponsoring department is responsible for all costs for Public Safety Officer coverage.
18. All unopened containers of alcohol shall be returned to the original supplier following the event.
19. All members of the University community are expected to take measures to stop a function/activity at which alcohol is served or consumed if there is any problem which cannot be corrected.
20. Law enforcement may be contacted at the University’s discretion.

Procedures for Enforcement

The Responsible Official shall be responsible for the enforcement of this Policy. Any other member of the University community may refer violations of this policy to the Responsible Office for possible action.

1. Violations of this Policy by University faculty, staff or administrators, departments or their department-sponsored groups will be adjudicated in accordance with University policy.
2. Violations of this Policy by students or student groups will be adjudicated in accordance with the policies and procedures in the Student Handbook.
3. University sanctions imposed under this policy do not diminish or replace the penalties that may be imposed under applicable federal, state, and local laws.