

Alcohol at Events Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu

Purpose and Scope

West Chester University (WCU) is committed to maintaining a safe campus environment for its community members and visitors. WCU's Alcohol Policy provides a consistent approach to alcohol usage at WCU or WCU Foundation owned or leased property for official WCU events, and adheres to federal, state, and local laws and ordinances to include:

- Pennsylvania law prohibits the possession and consumption of alcoholic beverages by individuals under twenty-one (21) years of age.
- Pennsylvania law prohibits the sale of alcoholic beverages by anyone who has not obtained the appropriate license issued by the Pennsylvania Liquor Control Board.

All persons must comply with this policy while on the WCU campus and/or while attending, organizing, or supervising WCU events either on-campus or off-campus as outlined above.

Policy Statement

Alcohol may be served at WCU or WCU Foundation owned or leased property for official WCU events only with prior written approval of the University President and must be catered by University Dining Services. Once approval has been received, the WCU organizer must comply with the Policy Framework and Procedures outlined in this policy.

Please be aware, this policy is only intended to serve WCU employees, WCU Foundation, and WCU Alumni for University sanctioned events. This policy does not

apply to students (undergraduate or graduate), student organizations/clubs, etc. and their events under any circumstances.

Policy Framework

The University recognizes that on a case-by-case basis, requests can be submitted for alcoholic beverages to be served at activities or events **which promote or are in the best interest of the University.**

1. The serving of alcohol on the WCU campus is approved only on an exception basis and in limited, designated locations. Approval must be received from the University Dining Services Vendor, the Chief Executive Officer of the WCU Foundation, Vice President for University Affairs and Chief of Staff, and the President of the University. The Alcohol Request Form should be fully executed with the above approvals at least **two weeks** prior to the event. The Chief Executive Officer of the WCU Foundation must approve the request for University events as Foundation funds will be used to pay for the alcoholic beverages.
2. Alcohol used for University events must be paid for by the Foundation, and the University Dining Services Vendor will be responsible for the serving of all alcoholic beverages. A fee will be charged for purchasing/serving beverages. **No University funds, regardless of source, may be used to purchase alcoholic beverages.**
3. Alcohol used for a University Affiliated or External group event must be purchased by the organization, after consultation with the University Dining Services Vendor. A fee will be charged for serving alcoholic beverages and only the University Dining Services Vendor will be permitted to provide this

service.

4. The University Dining Services Vendor will be responsible for checking ID's to ensure that all individuals being served or consuming alcoholic beverages at the event are 21 years of age; sponsors must accept and comply with all conditions established by University Dining Services for ID checks and assist in insuring that attendees under 21 years of age do not consume any alcohol.
5. All alcohol served at such events will be restricted to specific areas; sponsors of the event must cooperate and assist the University Dining Services Vendor with limiting the presence of alcohol to only those designated areas.
6. Alcohol will only be served in conjunction with non-alcoholic alternative beverages and food which must be catered by the University Dining Services Vendor.
7. All serving of alcohol must conclude one hour prior to the designated closing of the event.
8. At the conclusion of all University events, all remaining alcohol will become the property of the Foundation. The University Dining Services Vendor will be responsible for removing the alcohol from the event area for storage and/or return to the place of purchase.
9. A University employee must be present throughout all alcohol-related events; Public Safety personnel may be required at the discretion of the University; costs for Public Safety personnel will be borne by the event sponsor.

Procedure

To request alcohol at an event, please contact the [President's Senior Associate](#) to request a blank copy of the Alcohol Request Form.

- Fill out form and obtain all required signatures, in order.
 - The last signature on the request form is the President.
- After submitting the Alcohol Request Form for final signature to the President, you will receive an email indicating whether your request to serve alcohol has been approved or denied.
- If your request has been denied at the University Dining Services or WCU Foundation level, you may request additional evaluation. In this instance, the second decision will be final. However, if your approval has been denied at the Vice President for University Affairs or President level, the decision is final.

Reviewed by: President's Office, Vice President for University Affairs

Policy Owner: Vice President for University Affairs

Approved by:



Christopher Fiorentino, Ph.D.

President

October 27, 2022

Effective Date: October 27, 2022

Next Review Date: October 27, 2026

History:

Initial Approval: Unknown



UNIVERSITY POLICY

Review Dates: April 2018, February 2021, October 2022

Amended: April 2018, February 2021, October 2022