



West Chester University of Pennsylvania
Conditions for Conducting Alcohol Related Events on WCU Campus

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 Vice President of the Division sponsoring the event, the Executive Director of the Foundation, and the President of the University at least **two weeks** prior to the event. The Executive Director 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 University Dining Services 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 University Dining Services. A fee will be charged for serving alcoholic beverages and only the University Dining Services will be permitted to provide this service.
4. University Dining Services will be responsible for checking ID's to ensure that **all** individuals 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 University Dining Services 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 University Dining Services.
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. University Dining Services will be responsible for removing the alcohol from the event area for storage and/or return to the place of purchase.
9. University Affiliated or External group event sponsors will remove all remaining alcohol from the University premises immediately following the event.
10. 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.

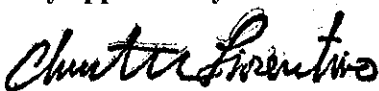
WEST CHESTER UNIVERSITY OF PENNSYLVANIA
ALCOHOLIC BEVERAGE POLICY

*Please note: No event can serve alcohol without being approved first by the University President and
Catered by University Dining Services*

This policy, which is consistent with the statutes of the Commonwealth of Pennsylvania, governs the use of alcoholic beverages on West Chester University property. All University community members and visitors are expected to comply with its provisions.

1. Pennsylvania law prohibits the possession and consumption of alcoholic beverages by individuals under twenty-one (21) years of age.
2. Pennsylvania law prohibits the sale of alcoholic beverages by anyone who has not obtained the appropriate license issued by the Pennsylvania Liquor Control Board.
3. Alcoholic beverages are not permitted on any University grounds or in any University building **except** as provided in number four below.
4. The University recognizes that on a case-by-case basis exceptions may be made to serve alcoholic beverages at **activities which promote or are in the best interest of the University**.
 - a. The possession and consumption of alcoholic beverages on University property is permitted only with the prior written endorsement of the Vice President of the Division sponsoring the event and approval of the University President. When alcoholic beverages are served, the Faculty/Staff member who is the function host, and University Dining Services assumes responsibility for the supervision of the event and for ensuring that state law is observed.
 - b. The function host must request the University President's permission **at least two weeks before** the scheduled date for the event. The request must be made using the form "Request to Serve Alcoholic Beverages at West Chester University."
 - c. The host must specify if any attendees will be under 21 years old and if so, that they will be appropriately monitored.
 - d. Non-alcoholic alternative beverages and food catered by University Dining Services must also be available at the function.
 - e. Alcoholic beverages are to be served and consumed only in the specific area identified in the request.
 - f. No University funds, regardless of source, shall be used for the purchase of alcoholic beverages.
 - g. The advertising of alcoholic beverages to attract attendance at an event is prohibited.
 - h. All restrictions are applicable to both University sponsored events and non-University sponsored events, which occur on University property.

****The University President reserves the right to make exceptions on a case-by-case basis to any portion of this policy.
Revised Policy approved by:**



Christopher M. Fiorentino, Ph.D - President

3/15/2017

Date

REQUEST TO SERVE ALCOHOLIC BEVERAGES AT WEST CHESTER UNIVERSITY

****Please follow the order of signatures****

****All signatures must be obtained at least 2 weeks before the date of the event. ****

1. Name of organization making the request: _____

University Event

Affiliated/External Group Event

2. Description of specific function and purpose of the event at which alcoholic beverages are to be served:

3. Location of event (reservation of space must be made separately through the Office of Space Management):

4. Date and time of event: _____ Expected number of attendees: _____

As the responsible individual(s) requesting permission to serve alcoholic beverages in conjunction with the above cited event, I certify that all Pennsylvania laws and all rules and regulations as set forth in the West Chester University Alcoholic Beverage Policy will be observed. No University funds, regardless of source, may be used to purchase alcoholic beverages. Will any attendee be under 21 years of age? Yes No Specify: _____

Please print host name: _____ Signature of Faculty/Staff host: _____

Phone: (day) _____ (eves.) _____ Date: _____

5. Facility Administrator's review/comments regarding the request of the event.

Facility Administrator's Signature: _____ Date: _____ Phone: _____

Endorsed by Vice President, West Chester University of Pennsylvania

Signature: _____ Date: _____

Endorsed by Chief of Staff, West Chester University of Pennsylvania

Signature: _____ Date: _____

6. University Dining Services' Signature: _____ Phone: _____

• Alcohol to be purchased by Foundation Yes Affiliated/External Group Yes

• Type/Amount of alcohol to be purchased _____

• Estimated Cost _____

7. Approved by the Executive Director of the WCU Foundation for all University events

Signature: _____ Date: _____

8. Approved by President, West Chester University of Pennsylvania

Signature: _____ Date: _____

9. Invoice to: A. WCU Foundation _____
B. Affiliated Organization (specify): _____
C. External Group _____