06-08.00 – ALCOHOL POLICY – NON-STUDENT GROUPS AND EVENTS

I. Policy Statement:

The Towson University Alcohol Policy for Non-Student Groups establishes procedures for non-student groups conducting events involving alcohol in University facilities, on the University premises, or at off-campus locations when the event is authorized, sponsored or in any other manner affiliated with the University.

The University recognizes that responsible alcohol policies are critical to successful campus events and that alcohol abuse may present a serious threat to the health and safety of individuals, the University community, and surrounding communities. The policy also complies with USM policy VI-8.00, Policy on the Use of Alcoholic Beverages at University System Institutions and Facilities, which can be found at: http://www.usmd.edu/regents/bylaws/SectionVI/VI800.html.

II. Definitions:

A. University - Towson University.

B. Non-Student Groups – any group that does not include Towson University students but may include: University employees, guests, visitors and event participants.

C. Event – a social, educational, sporting, and cultural or arts related occasion or activity that brings a group of people together.

D. Authorized Caterer – a caterer other than Black and Gold Catering who has been granted a food waiver and who has provided the University with a copy of a Special One-Day Liquor License from the Baltimore County Liquor Board, a certificate of insurance that meets the University’s standards and documentation that provides that at least one alcoholic beverage server per distribution point is TIPS certified.

E. TIPS Certified – TIPS is a skill-based training program that is designated to prevent intoxication, underage drinking and drunk driving by enhancing the fundamental people skills of servers and sellers of alcoholic beverages. The program includes a 4-hour training program and certification is awarded to participants who achieve an 80% or better on a 40-question exam. Alternate certification programs may also be accepted if approved in advance by the
Director of Event and Conference Services.

F. Food Waiver – a written authorization provided by Black and Gold Catering for a group or outside caterer to provide food and/or beverage without using Black and Gold Catering which has an exclusive contract for providing this service on the campus of the University.

G. Food of Substance - food such as dips and pita bread, cheese and crackers and other hors d’oeuvres which reduce the impact of alcoholic beverages. Salty snacks including potato chips, pretzels and peanuts are not considered foods of substance.

III. Responsible Executive and Office:

Responsible Executive: Vice President for Administration and Finance and Chief Fiscal Officer

Responsible Office: Administration and Finance

IV. Entities Affected by this Policy: All divisions, colleges, departments, operating units, contractors and non-student organizations holding Events within the scope of this policy.

V. Procedures:

A. Policy - The purchase, possession, transportation, storage and consumption of alcoholic beverages on the University campus is permitted only in accordance with Maryland State and Baltimore County laws/regulations and University policy, as outlined below, and is limited to the locations set forth in sub-section C.

1. Under Baltimore County and/or State of Maryland law and/or University policy:
   
a. Possession and consumption of alcoholic beverages by persons who are younger than 21 years of age is prohibited.
   
b. Serving alcoholic beverages to a person less than 21 years of age is prohibited.
   
c. It is unlawful for a person under 21 years of age to falsely represent him or herself to be 21 years of age in order to obtain alcohol.
   
d. Aiding a minor to procure alcohol is prohibited.
   
e. It is prohibited to serve or make alcohol available to anyone who is intoxicated.
f. Alcoholic beverages must be served by Black and Gold Catering, an Authorized Caterer, or a University employee who is TIPS Certified.

g. The University requires at least one TIPS Certified attendant at each alcohol distribution point at all times during the Event.

h. The serving of alcohol inside Unitas Stadium, the Towson Center or SECU Arena at all athletic Events must cease prior to the start of the game with the exception of Events held in separate environments such as the Presidents Suite, guest suites, hospitality and multipurpose rooms and other spaces approved by the Associate Vice President of Auxiliary Services.

i. This policy does not govern alcoholic beverages at tailgating Events. See TU policy 06-09.02, Tailgating Policy.

j. Drinking contests or games are not allowed and will be cause for removal from the Event.

2. The service of alcohol at an Event must be provided through Black and Gold Catering, an Authorized Caterer (as defined above) who has provided the required documentation at least 10 days prior to the Event date, or a TIPS Certified University employee, except as set forth below. In the event that an Authorized Caterer fails to provide the required documentation a minimum of 10 days in advance of the Event, the University may eliminate the opportunity for the caterer to provide alcoholic beverages for the requested Event.

Exception: Alcohol may be consumed by small groups of faculty and/or staff in a meeting or discussion format without the involvement of Black and Gold Catering and/or a TIPS Certified server. This exception is limited to groups of no more than 10 people, of which at least 5 must be University employees and no more than 5 would be non-employees. The exception does not apply to any Event held outside of a University building or at which undergraduate students are present.

3. The serving of alcoholic beverages must comply with all applicable laws and regulations in addition to the University policies.

4. Any and all organizations and/or persons serving alcoholic beverages are required to check the ID’s of anyone ordering alcohol that appears to be younger than 35 years old. Further, at such Events, a sign must be posted at each bar station stating that all persons who appear younger than 35 will have their ID’s checked.
5. It is unlawful in Baltimore County for any alcoholic beverage licensee to employ anyone under the age of 21 years old in the sale or service of alcoholic beverages; except for persons between the ages of 18 and 21 years of age who are employed as servers or bus personnel. These persons may participate in the serving of beer, wine and liquor to customers seated at tables for dining. A person under the age of 21 years of age is strictly prohibited from selling any alcoholic beverages or from working behind a bar (except for cleaning purposes) where liquor is sold, mixed or dispensed.

6. The University’s policy for hours during which alcoholic beverages may be served is 11:00 a.m. to 1:00 a.m. the following day. In addition, alcoholic beverage service must end at least 30 minutes prior to the end of the Event. Under no circumstance shall alcoholic beverages be served after 1:00 a.m. According to Baltimore County Liquor Board regulations, alcoholic beverages are prohibited from being served or consumed prior to 6:00 a.m. or after 2:00 a.m. the following day. An exception to the University’s policy regarding the hours that alcoholic beverages may be consumed must be approved in writing by the Director of Event and Conference Services.

7. A University student or employee who violates University policy or procedures and/or the State of Maryland or Baltimore County laws may be criminally or civilly liable and/or may also face discipline by the University.

B. Event Planning Procedure

1. At the time the reservation is requested, the person requesting the space to be reserved will name a representative who will be responsible for the group’s compliance with University policy and state/local laws. The intent to serve alcohol during the Event must be disclosed to the University/Event and Conference Services at the time University space is reserved/requested.

2. It is the responsibility of the sponsoring organization to ensure that no advertisement for an Event makes the availability of alcoholic beverages the main focus. No advertisement will be made by the sponsoring organization that includes the promotion of alcoholic beverages unless each specific advertisement is approved in writing by the Director of Event and Conference Services. It is up to the discretion of the Director of Events and Conference Services or his/her designee as to what is and what is not acceptable.
3. A variety of non-alcoholic beverages and Food of Substance must be available throughout the duration of an Event when alcoholic beverages are sold or dispensed.

4. A Food Waiver may be provided for the use of donated alcoholic beverages or an outside caterer. A Food Waiver should be submitted while planning your Event. Approval of a Food Waiver still requires that alcoholic beverages be served by Black and Gold Catering, an Authorized Caterer or a TIPS Certified University employee following University policy. **Food Waivers must be submitted to Black and Gold Catering at least 10 days prior to the Event date to be considered.**

C. Permitted Locations for Non-Student Events Where Alcoholic Beverage May Be Served – Alcoholic beverages may only be consumed in designated areas as defined below unless approved by the Vice President for Administration & Finance and Chief Fiscal Officer or his designee.

1. University Union
2. Johnny Unitas Stadium & Field House
3. Center for The Arts Event Space
4. Minnegan Field
5. Burdick Field
6. Towson Center Arena & other Event space
7. Johnny Unitas Stadium parking area
8. Auburn House and Pavilion
9. Burdick Gym
10. West Village Commons
11. SECU Arena
12. Other areas as deemed appropriate by the AVP of Auxiliary Services

**Related Policies:**
USM Policy VI-8.00, Policy on the Use of Alcoholic Beverages at University System Institutions and Facilities

TU Policy 08-11.20, Catering and Meal Coupon Policy

TU Policy 06-09.02, Tailgating Policy

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