

SPRINGFIELD COLLEGE

ALCOHOLIC BEVERAGES POLICY

I. Purpose:

This Alcoholic Beverages Policy (the “Policy”) establishes procedures and regulations for the service and/or consumption of alcoholic beverages at Springfield College (“College”).

II. Scope:

This Policy applies to: i) the College’s Springfield campus (including East Campus and the Brennan Center); ii) all other property owned or leased by the College, including the College’s regional campuses; and, iii) off-campus College-sponsored events.

For purposes of this Policy, an “off-campus College-sponsored event” is an event occurring at any off-campus, non-College owned or leased location where alcoholic beverages are served and/or consumed and the event is hosted and/or paid for in whole or in part by the College, including but not limited to any school, department, office, group, club, or team of the College.

Examples of events that are governed by this Policy include, but are not limited to, the following:

- College-sponsored conferences, dinners, events, meetings, and receptions;
- Department, faculty, or staff meetings and receptions, including those occurring after business hours;
- Alumni events both on and off campus; and
- Third party conferences, events, meetings, and receptions taking place on College property.

This Policy does not apply to the following:

- The possession or consumption of alcoholic beverages by College students and their guests which does not occur at a College-sponsored event (governed by the Student Handbook);
- The possession or consumption of alcoholic beverages by Housing and Residence Life Staff (Associate and Assistant Directors of Residence Life, Area Coordinators and/or Resident Directors) and their guests over the age of 21 in their College-provided homes/apartment (governed by the Residence Life Staff Manual);
- The possession or consumption of alcoholic beverages by other College employees who reside in College housing and their guests over the age of 21 in their assigned College housing;
- The possession or consumption of alcoholic beverages at the President’s Residence by the President, her family, or her personal guests;
- Consumption of alcohol at non-College events during Reunion Weekend (governed by the College’s “Reunion Weekend Alcohol Policy Addendum”); and
- Tailgating at College Football Games (governed by the College’s “Athletics Tailgating Policy”).

III. College Policy:

A. *Written Approval Required:*

Written approval is required for each event at which alcoholic beverages will be served and/or consumed at the College, as well as for off-campus, College-sponsored events as noted below. The organizer of the event must use one of the two College “Alcoholic Event Request Form” to obtain such approval (one form is for on-campus events, the other for off-campus events). Requests should be submitted at least sixty (60) days in advance of the event date in order to ensure adequate time for review of the request.

Type of Event	Necessary Approval(s)*
Student events on the Springfield campus or off-campus	Vice President for Student Affairs
All other events on the Springfield campus	SVP for Finance and Administration; Vice President for Student Affairs; and President’s Leadership Team member responsible for the event
Events at the College’s Regional Campuses	SVP for Finance and Administration; and Dean – School of Professional & Continuing Studies
All Other Off-Campus College-Sponsored Events	SVP for Finance and Administration; and President’s Leadership Team member responsible for the event <i>If there will be student attendees at the event the approval of the Vice President for Student Affairs is also required</i>

* Or the specifically appointed management designee in the event of an extended absence of the approving authority.

B. *Use of Approved Caterers and Certified Alcohol Servers:*

- Springfield Campus: The service of alcoholic beverages on the Springfield campus must be arranged through Aramark Food Service, the College's approved caterer. All alcoholic beverages must be served by a person holding a valid certificate of completion from an alcohol server training program. Aramark Food Service shall be responsible for obtaining the applicable liquor permit.
- Regional Campuses & Off-Campus College-Sponsored Events:
 - If the event will be held at a facility that is properly licensed to serve alcoholic beverages, all alcoholic beverages must be served by that facility.
 - If the event will be held at a facility that is not properly licensed to serve alcoholic beverages, all alcoholic beverages must be served by a caterer that is properly licensed to serve alcoholic beverages in the applicable jurisdiction. A written agreement must exist between the College and the caterer that includes insurance requirements for the caterer as well as indemnification provisions for the benefit of the College. The Purchasing Office can provide the necessary contractual inserts. The retained caterer will be responsible for obtaining any applicable required permits.
 - If the event will be held at a personal residence and involves over fifteen (15) guests, the College employee organizing the event should contact the Purchasing Department (Lita Adams) to discuss potential licensing and liability issues, including the use of a licensed and insured caterer.

C. Regulations:

Apart from all applicable federal, state and local laws and regulations, the following College regulations shall apply to the service and/or consumption of alcohol:

- Alcoholic beverages may not be served to or consumed by persons under the age of 21. Proper identification of age must be produced to a certified alcohol server upon service of the alcoholic beverage.
- Under no circumstances may alcoholic beverages be served to visibly intoxicated persons.
- Any event offering alcoholic beverages must also offer a comparable quantity of food and non-alcoholic beverages.
- Alcoholic beverages may not be consumed outside the confines of the event.
- "Bring Your Own Beverage" and self-service bars are prohibited; all alcoholic beverages must be provided by the venue/caterer and be served by a certified alcohol server.
- Alcoholic beverages served at undergraduate student events shall be limited to beer and wine.
- Organizers of student events should consider mandating that students over the age of 21 wear College-approved wrist bracelets before they are served alcoholic beverages, and requiring an increased public safety/security presence at the event.
- The use of alcohol as a "party favor" or gift at an event is prohibited.
- Except as may be utilized at an approved event under this Policy, displays of alcohol signage and paraphernalia are prohibited in public locations and in building windows.
- Except at an approved event under this Policy, alcohol consumption and/or carrying open containers of alcoholic beverages is not permitted in public areas of the residence halls

(lounges, entrance ways, stairwells, lavatories, corridors, etc.) or in other College buildings, at athletic events, student activities, and outdoors on the Springfield campus.

- For outside groups residing in the Residence Halls outside of the academic year (e.g. summer conferences) guests over the age of 21 are permitted to have alcohol in their rooms absent a specific prohibition from the conference/event College responsible lead party.
- Large quantities of alcohol are not permitted in residence facilities or on College grounds. Large amounts of alcohol, kegs or beer balls, whether empty or full, tapped or untapped, are strictly prohibited and will be confiscated (taps and “keg-o-rators” included) by the College and will not be returned. Recognizing the serious health risks posed by excessive drinking, the College also prohibits drinking paraphernalia, including, but not limited to, drinking funnels, all manners of drinking games, and common sources of alcohol, regardless of age. The definition of large quantity will be at the sole discretion of the College.

D. Violations:

Penalties for violations of this Policy may include discipline up to and including termination of employment for employees, expulsion from the College for students, and removal from the College for third parties.

Students who violate this Policy may be subject to discipline under the Student Code Conduct, and any such violation will be adjudicated through the Division of Student Affairs.

Employees and students should also refer to the Springfield College “Alcohol and Drug Policy”: <http://d17oyy5wigmfa8.cloudfront.net/sites/default/files/inline-files/Alcohol-and-drug-policy-2016.pdf>

The sale, service, and consumption of alcoholic beverages is regulated by federal, state, and local laws and regulations. Violations of alcohol laws and regulations will be handled by law enforcement authorities.

E. Other Resources:

The College’s Reunion Weekend Alcohol Policy Addendum and Athletics Tailgating Policy are attached for ease of reference.

Approved by:	President & President’s Leadership Team
Date Adopted:	November 11, 2016
Date Effective:	November 11, 2016

Reunion Weekend Alcohol Policy Addendum

This Addendum addresses all activity taking place during Springfield College's "Reunion Weekend" (Thursday 5:00 p.m. through Sunday at noon). Unless otherwise noted here, the provisions of the Springfield College Alcoholic Beverages Policy apply to all visitors to the campus during Reunion Weekend.

- Written approval is required for each organized program/event (whether College initiated or volunteer/alum initiated), which takes place on campus and involves the service and/or consumption of alcoholic beverages. (*See Alcoholic Beverages Policy for approval process and requirements.*)
- Volunteers/alums must book all programs/events where the service and/or consumption of alcoholic beverages is requested through the Office of Alumni Relations staff member assigned to their class *at least* twenty-one (21) days before the first day of Reunion Weekend. At such events, alcoholic beverages are limited to beer and wine and must be served on a cash basis and served by the College's approved caterer.
- Any event offering alcoholic beverages must offer comparable food and non-alcoholic beverages (compliments of either the College or sponsoring class).
- Guests may not bring alcoholic beverages (whether in open or closed containers) into *any* College program/event and may not travel to/from events or otherwise around campus with alcoholic beverages (whether in open or closed containers).
- Reunion Weekend registered guests/attendees may gather in College approved areas, including in residence hall rooms and common areas, decks, and contained areas within the boundaries of the residence halls, with alcoholic beverages. Kegs and other common source containers are not allowed. Individual attendees at such gatherings are solely responsible for their actions and those of their guests and for complying with applicable laws governing the consumption of alcohol. Gatherings of more than twenty (20) individuals will constitute an "organized program" and will require written approval in accordance with the Alcoholic Beverages Policy.
- Violations of the College's Alcoholic Beverages Policy and this Addendum may result in immediate removal from campus and removal from volunteer committees.

Springfield College Athletics Tailgating Policy

A Springfield parent, alum, faculty or staff member may purchase one non-transferable tailgating pass from the Athletics Department prior to each football game. All tailgating activities must be contained within the permitted tailgating area. Due to space restrictions, RV's (and other similar large vehicles) are not allowed in the tailgating lot. Passes must be displayed as specified on the vehicle throughout the tailgating activities and an individual must be designated as the responsible contact person for each game. Tailgating permits may be forfeited for cause on-the-spot.

As defined in this policy, tailgating may involve the consumption of alcohol in designated controlled areas. Springfield College does not sanction the violation of federal, state, or local laws, including the consumption/possession of alcoholic beverages by underage persons. Individuals participating in tailgating activities at Springfield College are expected to conduct themselves in a manner respectful of the nature and character of the College; including, following the directives of event management staff and public safety officials. Tailgating hosts may be held responsible for the behavior and actions of guests in the permit area. Persons acting in a disruptive, disrespectful or disorderly manner may be asked to leave the premises or be subject to arrest or citation. Students may also be charged with a violation of the Student Code of Conduct.

Tailgating may begin no earlier than three hours prior to kick-off. Tailgating must be discontinued fifteen minutes prior to the start of the game and throughout the game. For those games scheduled on Friends and Family or Homecoming, the College may find it necessary to modify the permissible tailgating times. Notice of these changes will be provided well in advance of the game. Consumption of alcohol outside designated tailgating areas and/or time periods constitutes a violation of Springfield College tailgating policy and possibly Massachusetts Law. Violators may be instructed to leave the campus. In addition, they may be subject to prosecution under the laws of the City of Springfield, the laws of the State of Massachusetts, and students are subject to Springfield College Code of Student Conduct.

Additionally:

Kegs and other common source containers are not allowed at any time.

Glass containers are prohibited. The use of plastic containers is encouraged for the consumption of all beverages.

Drinking games (including but not limited to beer pong and other table games) and the use of devices intended to accelerate the consumption of alcohol (including but not limited to funnels or beer bongs) are prohibited.

Consumption of alcoholic beverages on any other part of the campus or on public streets that run through or adjacent to campus is prohibited. It is also a violation of law and/or the code of student conduct and is subject to policy/law enforcement.

The sale of alcoholic beverages is strictly prohibited.

Propane and charcoal grills are allowed when used solely for food preparation purposes. Burned coals and/or residue from cooking are not permitted to make contact with the paved surface of the parking lot or grassy areas.

Open flame fires, including fire pits, are prohibited.

All groups and individuals participating in tailgating are responsible for the proper collection and disposal of their trash, as well as, other debris such as charcoal. Trash containers will be provided throughout tailgate areas.

Violations of this policy may result in the forfeiture of a tailgating passes on-the-spot and/or the loss of eligibility to purchase additional tailgating passes, citations or even arrest. Student violations of this policy are subject to the Springfield College Student Code of Conduct.