

Procedure:	Use and Possession of Alcohol	Procedure No.:	GA2003.1
Authority:	College President	Associated Policy Reference No.:	GA2003
Procedure Owner:	President	Responsible Party:	Office of Public Safety & Marketing/Communications
Approved:	December 12, 2024		
Revised:			

Purpose

The purpose of this procedure is to define the process for seeking an exception to the Use and Possession of Alcohol policy.

Statement of the Procedure

Any groups/sponsors wishing to have alcohol at an event must receive written authorization from the President's office. An [Event Request Form](#) must be submitted, a minimum of 60 days in advance to request this approval. Information required includes the date and purpose of the event.

Related Policies (by number)

GA2003

To whom it applies

Campus wide, all campus controlled locations, and locations hosting college sponsored activities.

General Guidelines

All events that will provide or sell alcohol must conform to the following:

- All activities/events must receive prior approval by the President's office by submitting an Event Planning or Co-sponsored event form.
- Serving of alcohol must comply with all state and local laws and regulations.
- The serving of the alcohol must be covered by the off-premise license obtained by the server.
- The serving of the alcohol must be covered by server liquor liability insurance, performed by duly qualified and bonded personnel, and strictly limited to a designated location.
- The occasion must not be under either direct or indirect auspices of a student organization or student affiliated organization.
- Alcohol will not be provided, sold, or consumed in classrooms, labs, resident halls, or athletic events/activities. Exceptions may be allowed when activities involving alcohol are directly related to an educational purpose directly linked to curriculum related learning that receive prior written consent from the President's Office.

Forms for further clarification of procedure

<https://www2.sunybroome.edu/marcom/events/request/>

Violations

The College President or designee reserves the right to terminate any event, with or without notice, which does not adhere to the guidelines of this policy.

Students found in violation of this policy will be adjudicated per the procedures outlined in the Student Code of Conduct.

Alleged employee violations will be addressed in a manner consistent with the terms of one's collective bargaining unit.

Outside organizations may be subject to having the event terminated with or without notice.

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>ex. Created</i>	01/01/2020	SC	<i>ex. Director Sponsored Programs</i>