

LAFAYETTE COLLEGE
ALCOHOL SERVICE POLICY

Employees, students, and agents of the College must strictly and fully comply with the laws of the Commonwealth of Pennsylvania regarding the possession and consumption of alcohol as well as any and all laws applicable at the event's location. Among other aspects, Pennsylvania law prohibits:

1. furnishing or providing alcohol to: a) anyone under the age of 21, or b) to anyone visibly intoxicated;
2. anyone under the age of 21 from possessing or consuming alcoholic beverages under any circumstances; and
3. importing alcoholic beverages from neighboring states, such as New Jersey or otherwise.

ALCOHOL SERVICE – ON-CAMPUS EVENTS:

1. All alcoholic beverages must be served by approved TIPS (Training for Intervention Procedures) and RAMP (Responsible Alcohol Management Program) certified bartenders or wait staff members who will be provided by Lafayette College's Dining Services. Since alcoholic beverages will not be served to any person younger than twenty-one (21) years of age, please advise attendees that they may be asked to show appropriate identification.
2. The wait staff will serve wine during dinner as no carafes, decanters, or wine bottles are permitted on the table. Alcoholic beverages cannot be dispensed from kegs, fountains, or barrels regardless of whether they were purchased by College or other funds.
3. All alcoholic beverages for events held at the College must be purchased by designated Dining Services representatives when using College funds. With the exception of wine, Dining Services will bill for the alcohol consumed. In the case of wine, all opened bottles will be charged and; any partial bottle of wine remaining at the end of the event naturally remains with Dining Services.
4. Non-alcoholic beverages must also be available and hors d'oeuvres or other food must be served at the event when any alcohol is offered.
5. While alcoholic beverages may be served, Lafayette College authorizes the Dining Services staff to decline service to individuals suspected of intoxication and to terminate alcohol service, if necessary.
6. If determined by the Manager of Scheduling and Events Planning, any event could require a dedicated security officer(s), which would result in additional costs to the event.
7. Open bar service shall not exceed a total of four (4) hours and service will be terminated one-half (½) hour before the scheduled end of the event.
8. All alcohol service on campus is complimentary; alcoholic beverages may NOT be sold to guests nor may the cost of such beverages be included in the cost of tickets purchased by or donations made by attendees. Tickets to fundraising events should specifically note this requirement.
9. A representative of the sponsoring group or department must be present for the duration of the event for appropriate resolution of any issues that may arise.
10. Additional costs associated with on-campus alcohol service include:
 - ⊕ Hourly charges for the bartender(s) supplied through Dining Services. Bartenders must be paid for a minimum of three (3) hours for each event to allow for appropriate set-up, service, and break-down.
 - ⊕ For events exceeding one hour, Client will be charged for bartender service hours plus a minimum of an additional two (2) hours per bartender for set-up before the

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event and clean-up after the event. These hours may include the labor cost of trips to a Pennsylvania Liquor Store to purchase the alcohol.

- ⊕ Current fees per hour can be obtained from the Office of Scheduling & Events Planning at (610) 330-5077 or via e-mail at reserve@lafayette.edu.

11. Policies Related to Responsible Alcohol Use at Student Events, including at the Spot:

- ⊕ At events, whether on-campus or at The Spot, for which the invitees are primarily students, beer and wine are the only types of alcohol that can be served and only if the procedures outlined herein are followed.
- ⊕ Bear Security, or any other designated security firm agreed upon by Lafayette Public Safety and the College's Dining Services partner, must work at the entrance of every event where alcohol will be present.
- ⊕ All event participants must be 21 years of age or older and must present valid Lafayette ID to verify identity and age with a birthday list also managed by the security staff member on site.
- ⊕ Each member admitted will be given a wristband with the appropriate number of tabs for wine or beer glasses as follows (5 oz. of wine or 12 oz. beer per hour).
- ⊕ All wine and beer for all events must be purchased by Dining Services and will be stored and served only by Dining Services staff.
- ⊕ Only Dining Services bartenders can remove a wristband tab for a wine or beer serving. Bartenders will not accept loose tabs.
- ⊕ Events that take place at The Spot and include alcohol will require the sponsoring group or department to plan for, arrange, and pay the costs associated with a shuttle service or other appropriate transportation.
- ⊕ No beer or wine will be served during the final full hour of an event if it takes place at the Spot.

12. Lafayette College occasionally hosts events that include alumni participants and students. To prevent alcohol consumption by event participants younger than age twenty-one (21), the following procedures call for the use of different color name tags for all student attendees in conjunction with wrist bands for students twenty-one (21) and older.

This procedure should also be used at fundraising events or socials hosted by student groups when both alumni and students are present and alcohol is served. An employee of the College, preferably the advisor of the student group, must be present at the entire event and ensure that the student group follows the prescribed procedure.

- ⊕ Prior to the event, a roster of all students and their birth dates should be obtained from the Registrar's Office. Students that will attend the event should have their birth date verified against this list and those under twenty-one (21) must be identified prior to the event by the client.
- ⊕ All event attendees will register at the name tag table and those attendees that are pre-determined to be students will be given a name tag that is a different color than the alumni or other attendees over twenty-one (21) years of age. The different color tag will serve two purposes: it will indicate to alumni that the person is a student representative available to answer questions, network, etc.,

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and it will notify the bartenders and servers to check for a wristband before serving alcohol to the attendee.

- ⊕ Any student twenty-one (21) years of age or older will be given a wristband in addition to their name tag to signify that they are able to consume alcohol at these functions.

ALCOHOL SERVICE – OFF-CAMPUS EVENTS AND TRAVEL:

1. The cost of alcohol for College sponsored or funded events that are held at an establishment licensed to serve liquor are eligible for direct payment by the College or reimbursement.
2. The cost of alcohol for business entertainment at a non-licensed establishment (including a private home) served by a Lafayette Dining Services bartender or by an appropriately trained and licensed individual in the location's jurisdiction is eligible for direct payment by the College or reimbursement by the College. An event at a non-licensed establishment (including a private home) when a Lafayette Dining Services bartender or an appropriately trained and licensed individual in such jurisdiction is not exclusively serving the alcohol is not eligible for direct payment by the College or reimbursement by the College.
3. The cost of alcohol consumed at a BYOB establishment or event is not eligible for direct payment by the College or reimbursement by the College.
4. Alcoholic beverages consumed while in Travel Status or during a business meal are not eligible for direct payment by the College or reimbursement by the College when the alcohol is consumed in the company of students.