

DREXEL UNIVERSITY
Application for Alcohol/Release Form

DEPARTMENT REQUEST

- I have read the University's Alcohol Policy as stated on the back of this form.
- I understand that no person shall sell, deliver, give away, cause, or permit alcoholic beverages to any minor under the age of 21 years.
- I understand that violation of State Law is a misdemeanor and is subject to possible fine, imprisonment, or both. Ignorance, mistake of fact, honorable condition, or good intention is not a defense.
- I understand that State Law prohibits purchasing alcohol and transporting it over state lines.
- I understand that I am responsible for the actions of my guest while on University property.
- I understand that I am responsible for monitoring the consumption of alcohol by my guest and will not serve alcohol to any individual who appears to be intoxicated.
- I understand that the designated representative of the Department of Public Safety can deny this request.
- I understand that **only wine and beer** is permitted be served at this function, and that no alcoholic beverages other than that served by the sponsoring department may be brought to or consumed in the University Buildings.
- I understand the University's Alcohol Policy and the consequences of violations, and I accept responsibility for guaranteeing that appropriate measures will be taken to prohibit violation of the above. Furthermore, I agree to be in attendance at the event to insure compliance.
- Events must be department sponsored.
- Alcohol may never be served at student events.

Print Name: _____ Signature _____ Date _____

Department: _____ Phone: _____

Date of Event: _____ Time: From _____ To: _____

Location of Event _____: _____ (Please attach reservation confirmation).

Type of Event: _____ Number of guest: _____

1) Will any of the guests be under 21 year of age? _____ If you answered yes you must provide a copy of the procedure that will be in place to ensure compliance with University Policies and State Law.

2) How will the alcohol be purchased? Cash _____ Check _____ Drexel Credit Card _____

3) Name of person purchasing alcohol? _____

4) What type of food will be served?

5) Who will be serving the alcohol? Department Representative _____ Bartender _____

6) Name of vendor/company providing server/bartender? _____

7) Has a contract with the selected vendor/company been signed and approved? _____

The Drexel University Department of Public Safety approves the above event. Any violation of the University Alcohol Policy, State Law or failure to comply to the above will result in the alcohol being removed from the premises by the Department of Public Safety, any violation may also result in the loss of future privileges to serve alcohol at University sponsored events.

Signature _____, Department of Public Safety Date _____

This form is due **two weeks** prior to the event. If it is not received by the deadline, the request may be denied or a \$100 penalty will be applied. All alcohol purchased on a University Purchasing Card must be approved by University Procurement **prior to** submission of this form. It is the responsibility of the sponsoring department to transport alcohol to and from the event location.

University Alcohol Policy

Drexel University's policy regarding alcohol is consistent with the laws of the Commonwealth of Pennsylvania. The consumption, distribution, or service of alcoholic beverages must be in compliance with the Pennsylvania Liquor and Crime Codes, which define the lawful consumption and service of alcohol and prescribe sanctions for violations. The consumption, distribution, or service of alcoholic beverages must also comply with University regulation and policies described below.

- 1) No student activities money shall be used for the purchase of alcoholic beverages.
- 2) No alcoholic beverages shall be served at membership recruitment functions, (e.g. fraternity/sorority rush, professional societies, and special interest groups)
- 3) No one shall advertise or promote alcoholic beverages of any kind at Drexel University. Further, no one may accept sponsorship, promotional items, or activities from companies engaged in the sale or marketing of alcoholic beverages. *This statement should not be interpreted to prevent the distribution of materials whose primary purpose is to educate individuals concerning the health risks or other dangers involved in drug or alcohol abuse.* Where there is some question concerning the primary purpose of such information, the University reserves the right to review and/or approve this information prior to its distribution.
- 4) Outdoor public drinking on premises owned, leased, or controlled by Drexel University, including walkways, building, residential steps or porches, unenclosed patios, lawns, and the like is strictly forbidden regardless of the age of the drinker.
- 5) All events on University property where alcohol is served must be conducted in accordance with the following provisions:
 - a) Kegs are not permitted at sponsored alcohol event on campus.
 - b) Alcohol may be served at a social event to those of legal drinking age at Drexel University, only with the written notice and approval of the Senior Associate Vice President, Public Safety and Event Services at least (7) days before the event.
 - c) The individual or organization responsible for the event must provide written notice to Drexel Public Safety at least seven (7) days before the event, identifying the location, date, and time of the event.
 - d) Except where the University provides written approval prior to the event, no fee will be charged for events where alcohol is served.
 - e) At student-sponsored events, no individual may possess or consume alcohol unless he or she presents a valid photo driver's license, passport, or other acceptable photo identification issued by the state or federal government. A stamped hand, wristband, or other form of identification must identify those who present valid identification. It is a serious violation of Pennsylvania's law and University regulations for any person to give, provide, or furnish alcohol to an underage person or any person who is visibly intoxicated.
 - f) The host organization will appoint a responsible host representative approved by the Senior Associate Vice President, Public Safety and Event Services to monitor the serving area entrance and serving area. Drexel Public Safety will periodically check in with the event sponsor or representative to verify alcohol policy adherence and to see if any problems exist at the event. Drexel Public Safety is not responsible for ensuring compliance with the University's guidelines for events where alcohol is served; this is the host organization's responsibility.
 - g) Direct access to the serving area should be limited to person(s) of legal drinking age designated as the server(s), who have not already had alcohol to drink. Those serving may not drink until their responsibility as server(s) has been completed.
 - h) Consumption of alcoholic beverages will be permitted only within the approved area designated for the event.
 - i) Non-alcoholic beverages must be available at the same place as the alcoholic beverages and must be featured as prominently as the alcoholic beverages.
 - j) Food items, including non-salty foods and non-alcoholic beverages must be available through the event.
 - k) Parties, to be distinguished from receptions, at which alcohol is served, will be by invitation only. A reception is defined as a social gathering of no more than two hours with a focused purpose such as honoring the recipient of an award or welcoming a lecture to campus. For all events involving students other than receptions, a computer-generated guest list will be required of each organization sponsoring the event, listing the first and last name of the Drexel person responsible for the guest as well as the first and last name of the guests. The list must be available for inspection at the door.
 - l) Drexel Public Safety will verify with each event sponsor to make sure the social event has terminated. No alcoholic beverages shall be served within a half-hour of the termination of the event or after 1:30am, whichever is earlier. A formal cut-off announcement will be made to that effect. The event sponsor will notify Drexel Public Safety if a problem arises with the closing of the function.
- 6) The University's alcohol policy applies to student organizations, including fraternities and sororities. Fraternities and sororities are responsible for developing guidelines and procedures through the IFA and Pan-Hellenic council for sponsoring chapter house or residence social event where alcohol is served. These procedures should provide for the legal, safe, and responsible service and consumption of alcohol and incorporate the procedures in paragraph 5, subparagraphs c, d, f, g, h, i, j, and k. In addition, no alcoholic beverages shall be served within a half-hour of the termination of the event or after 1:30am, whichever is earlier. A formal cut-off announcement will be made to that effect. The event sponsors will notify Drexel Public Safety if a problem arises with the closing of the function. The University may also monitor the appropriate scheduling of fraternity and sorority events during the academic year.
- 7) The University expects that all of its students, whether on-campus or off-campus will abide by the University's regulations concerning alcohol and drug use. Where a student engages in conduct off-campus that violates the University's regulations concerning alcohol and drug use and such violation results in behavior which, in the university's sole judgment, is destructive, abusive, or detrimental to the University's interests, the University's Judicial Process shall apply and such matters will be processed accordingly.

The University has separately distributed to all students the complete text of the "Drexel University Policy on Alcohol and Other Drugs." The terms of this policy are incorporated into the Student Handbook by reference. (See also Residence hall policies and Alcohol Consumption and Possession Policy.)