

H. Alcohol Policy Guidelines for University Events

(Includes Employee Drug and Alcohol Policy)

Updated January 2013, June 2017

Alcohol is a drug that may be possessed, sold, distributed, or consumed at specified and approved University-sponsored or affiliated events in accordance with applicable laws and University Policy. The following guidelines are intended to assist event planners in developing responsible practices, which are consistent with the University Alcohol policy. The guidelines are not intended to be all-inclusive. Event planning should be comprehensive and specific attention be given to the event's purpose, the age of the participants, and environmental and safety precautions.

Guidelines

- I. STUDENTS, STUDENT ORGANIZATIONS AND ADMINISTRATIVE UNITS MUST COMPLY WITH ALL APPLICABLE LAWS AND UNIVERSITY REGULATIONS REGARDING THE USE AND AVAILABILITY OF ALCOHOL.**
 - A. Officers, planners and advisors of organizations that sponsor events at which alcohol is available shall be familiar with applicable laws and University policy governing the consumption of alcohol and the potential legal liability associated with the sale or serving of alcoholic beverages. Alcohol can only be served by the alcohol liquor license holder, currently AVI Food systems, and/or their employee(s). The Department of Public Safety may be consulted in this regard.
 - B. Individuals and organizations sponsoring an event shall ensure that alcoholic beverages are not accessible to, or served to, persons under the legal drinking age or to persons who appear to be intoxicated. This includes, but is not limited to, checking identification (valid state driver's license or state ID) to determine age. Sponsors shall also refuse to serve persons whose behavior suggests that they are intoxicated.
 - C. At functions where alcoholic beverages are provided through AVI Foodservices as the liquor license holder, direct access to the alcohol shall be limited to person(s) designated as the server(s) by AVI Foodservices.
 - D. Consumption of alcoholic beverages is permitted only within the area designated for the event.
 - E. Alcohol education information can be obtained through the Department of Public Safety and/or the Wellness Center, and information, including but not limited to notice of the legal drinking age, shall be posted and/or available at events where alcohol will be served.

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- F. Student Organizations must seek permission to serve alcohol at their event through the Dean of Students at least three weeks prior to the actual event and before any promotional or publicity materials are distributed.
- G. The sponsoring organization is responsible for contacting the Director of Public Safety to arrange for security coverage during events.
- H. If an off-campus function includes alcoholic beverages, the sponsoring organization must adhere to the established University alcohol guidelines.

II. STUDENTS, STUDENT ORGANIZATIONS, FACULTY, STAFF AND ADMINISTRATIVE UNITS SHOULD DISCOURAGE ABUSE AND EXCESSIVE CONSUMPTION OF ALCOHOL.

- A. There shall be a purpose for any gathering other than the availability of alcohol.
- B. Social events shall not include any form of "drinking contests" or give away alcoholic beverages as prizes.
- C. Alcohol shall not be available at or be a part of membership recruitment functions.
- D. The quantity of alcohol purchased and/or sold at an event shall be carefully planned in consultation with AVI as the liquor license holder. The quantity of alcohol purchased for an event shall be limited to three drinks per person of legal drinking age in attendance. Alcohol may only be served in the following prescribed portions per drink: Beer must be sold in cans not to exceed 12 ounces; wine in servings not to exceed 5 ounces; and mixed drinks in servings not to exceed 1.5 ounces of liquor.
- E. Alcohol may not be brought into an event.
- F. Food shall be readily available at any event at which alcoholic beverages are served. The recommended expenditure is that one-third of the total refreshment budget shall be spent on food and nonalcoholic beverages. Food served shall not be limited to salty foods which increase thirst, such as popcorn, chips and pretzels.
- G. "Punches" made with grain-alcohol or random combinations of beer and/or intoxicating liquor are prohibited.
- H. The Office of the Dean of Students must approve all advertising and/or promotional materials for events involving alcohol prior to dissemination. Such advertising shall not focus on alcohol or encourage excessive consumption. In fact, advertising shall make no reference to the availability of alcohol.
 - 1. Advertising shall focus on the purpose or theme of the event rather than on the availability of alcohol.
 - 2. The availability of alcohol shall not be used as an inducement to participate in events.
 - 3. Brand names, logos and symbols of alcohol (kegs, mugs, etc.) may not appear on promotional materials.

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4. Advertising shall not portray drinking as a solution to personal or academic problems of students.
 5. Advertising shall not encourage any form of alcohol abuse.
- I. University officials and/or AVI Foodservices employees, in their sole discretion, reserve the right to deny access to an event, limit the amount of alcohol possessed/purchased/consumed, or ask an individual to leave an event based on behavior that suggested intoxication.
- III. STUDENTS, STUDENT ORGANIZATIONS AND ADMINISTRATIVE UNITS SHALL RESPECT THE DECISIONS OF PERSONS WHO ARE OF LEGAL DRINKING AGE AND CHOOSE TO DRINK RESPONSIBLY AS WELL AS THE DECISIONS OF PERSONS WHO CHOOSE NOT TO DRINK.**
- A. Persons who choose not to drink shall not be harassed or coerced into consuming alcoholic beverages.
 - B. Non-alcoholic beverages shall be made available at the same location as alcoholic beverages, and should be featured as prominently. Groups are encouraged to serve no/low-alcohol beer.
 - C. Non-alcoholic beverages served shall be a popular brand and presented in an appealing way which does not stigmatize persons who choose not to drink.
 - D. Persons who choose not to drink shall be permitted to participate in all activities, which are a part of the event.
 - E. Persons under 18 years of age without a MSJU University ID may not be admitted to events at which alcohol is served unless accompanied by a MSJU community member.

Drug and Alcohol Policy

The mission statement of Mount St. Joseph University identifies itself as a Catholic, educational community committed to providing an environment and process that foster liberal education with a career orientation. This is best accomplished by the dedication of each of our employees to the highest ethical standards and principles.

Consistent with this statement is the University's concern for the well-being of each employee. This includes providing a safe, secure and drug-free workplace that will support safety and good health for faculty, staff and the community which we serve.

The following outlines the University's policy regarding not only unlawful drug use but also situations involving employees who are under the influence and/or in possession of controlled substances, or alcohol, in accordance with the Drug-Free Workplace Act of 1988 and the Ohio Revised Code Chapters 2925 and 4301 (2008).

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1. The unlawful possession, sale, manufacture, distribution, or use of a controlled substance in the workplace is absolutely prohibited. The use or possession of alcohol on the University's property (except in the case of a University-authorized party or celebration) is strictly prohibited. No employee may report to work while under the influence of alcohol or of a controlled substance without a prescription. Violations of this policy will result in disciplinary action up to and including immediate termination.
2. If an employee reports to work and is suspected of being under the influence of alcohol or a controlled substance without a prescription, the University reserves the right to require that the employee submit to an alcohol or drug test at a hospital or doctor's office. Refusal to allow testing will result in discipline, up to and including immediate termination.
3. Mount St. Joseph University has a drug-free awareness program. All employees should know that the dangers of drug abuse in the workplace can create unsafe conditions for them as well as jeopardize the health and safety of all employees. The University requires every employee to cooperate in our policy of maintaining a drug free workplace. Resources are available through our health insurance plan, the CONCERN: Employee Assistance Program, or contact the Office of Human Resources regarding treatment or counseling relating to substance abuse. The University views any violation of the policy on a drug-free workplace as extremely serious, which may result in termination of employment.
4. Each employee must, as a condition of employment, abide by the terms of this policy and report any criminal drug statute convictions to supervision no later than five days after such conviction.

Furthermore, Mount St. Joseph University has a Drug and Alcohol Policy and Guidelines publication that applies specifically to students and student organizations conducting activities and events. However, adherence to the spirit of the policy and guidelines by all members of the Mount community in all settings is critical to the success of comprehensive drug and alcohol education.

The Alcohol Policy Guidelines for University Events document, available from the Office of Student Affairs, includes:

- Drug and Alcohol Policy and Guidelines
- guidelines for all University events
- disciplinary procedures

Additional literature on the health risks associated with alcohol and drugs, alcohol dependency and abuse, and support services in the Tristate area can be obtained through the Wellness Center, located in the Harrington Student Center, and are outlined in Mount St. Joseph University Student Handbook. The Alcohol Policy Guidelines for University Events are included as Appendix H of the Employee Handbook (*please see above*).

The [Drug and Alcohol Policy](#) can also be found as a separate policy located in Mount St. Joseph University's Employee Handbook under Section II: Employment and Compensation Policies