

Volume E4: Event Planning and Space Management	E4.5 Service of Alcoholic Beverages	Responsible Office: Student Union, Event and Conference Services
	Effective Date: 01/01/17 Last Revised: 01/01/17	Responsible Officer: Director

POLICY STATEMENT

Northeastern Illinois University (the University) prohibits the unregulated purchase and serving of Alcoholic Beverages on University-controlled property.

PURPOSE OF THE POLICY

To outline how Alcoholic Beverages may be obtained, served and consumed on University-controlled property.

WHO IS AFFECTED BY THIS POLICY

All NEIU students, faculty, staff, and members of the University community.

DEFINITIONS

Alcoholic Beverage: Includes only legally produced, commercially available beverages having alcoholic content. All other beverages having an alcoholic content shall be strictly prohibited and excluded from the permissible uses under this policy.

Approved Event: Any University activity, function, or event where Alcoholic Beverages are to be served that has the final endorsement of the President of the University, or appropriate Vice President.

REGULATIONS

[Liquor Control Act of 1934, 235 ILCS 5/6-15 \(amended\)](#)

1. PERMISSION TO SERVE ALCOHOLIC BEVERAGES

- 1.1. The department/division must obtain written approval from the President or appropriate Vice President in advance of any event where Alcoholic Beverages will be served.
- 1.2. There are no standing approvals.

2. AGE RESTRICTIONS

- 2.1. Persons younger than 21 years of age may not purchase, sell, possess, consume, serve or be served Alcoholic Beverages on University-controlled property.

3. SALES AND LOCATION RESTRICTIONS

- 3.1. Alcoholic Beverages may not be sold on any University-controlled property or at Approved Events. Private rentals are exempt from this regulation.



- 3.2. Alcoholic Beverages are permitted only at Approved Events in designated areas that are conducive to control by University personnel and/or appropriately licensed concessionaires, operators, or caterers, and are conducive to reasonable privacy. Approved Events must be attended by specific invitees of the President, appropriate Vice President, and/or representatives from the sponsoring agency, unit, department and/or division.
 - 3.2.1. An Approved Event taking place in an area where students may be in the vicinity must be appropriately cordoned off.
 - 3.2.2. Event participants may not remove Alcoholic Beverages from the controlled setting.

4. PURCHASE, SERVICE, AND CONSUMPTION RESTRICTIONS

Purchase

- 4.1. Alcoholic Beverages may not be purchased utilizing state or local funds.
- 4.2. Alcoholic Beverages may be purchased utilizing NEIU Foundation funds.

Service

- 4.3. Alcoholic Beverages may only be dispensed at Approved Events by a licensed bartender.
 - 4.3.1. Alcoholic Beverages purchased using NEIU Foundation funds for Approved Events will not include fees for bartender services. Licensed bartenders must be arranged for through the University's contracted food concessionaire, and payment for bartender services must be made directly to the food concessionaire.
- 4.4. All persons being served must be of the legal drinking age.
 - 4.4.1. Any person who appears to be inebriated will not be served.
- 4.5. Event participants may not bring their own Alcoholic Beverages to any University activities, functions or events.
- 4.6. "Tip jars" are not allowed at any University activities, functions or events.

Consumption

- 4.7. Any University department/division receiving permission to provide Alcoholic Beverages for its Approved Event is solely responsible for ensuring that the Alcoholic Beverages being served are consumed in a responsible manner.

5. ALCOHOLIC BEVERAGE RESTRICTIONS FOR RESIDENT STUDENTS

- 5.1. All resident students and their guests must be 21 years of age to possess, transport, store or consume Alcoholic Beverages. Storage of Alcoholic Beverages in a room where a minor resides is prohibited. This includes common areas such as kitchens and living rooms.
 - 5.1.1. Residents who are 21 or older may consume Alcoholic Beverages within the privacy of their own residence hall bedroom or any University housing so long as there are no minors present, and the door to the outside hallway is closed.
 - 5.1.2. Residents or guests who are under 21 years of age may not be in situations where Alcoholic Beverages are present and must vacate the area immediately.
 - 5.1.3. Resident students who are 21 years of age or older may not purchase or provide any Alcoholic Beverage to any underage resident or guest.
 - 5.1.4. Staff members may require residents to dispose of Alcoholic Beverages if the possession of such is in violation of state law or University policy.
 - 5.1.5. No one, regardless of age, may have open containers of Alcoholic Beverages in any public area, which includes but is not limited to, academic spaces, parking garage and lots, lawns, University Commons, athletic fields, apartment balconies and patios, lounges, study rooms, laundry rooms, or any other similar space.
 - 5.1.6. Kegs, including those that are empty or untapped, bulk sources of Alcoholic Beverages, and any item used for the rapid consumption of Alcoholic Beverages are not permitted in or around University housing regardless of a resident's age. Any prohibited items will be confiscated and disciplinary action will be initiated.
 - Alcoholic Beverage containers may not exceed one gallon, four liters, or one twelve pack of beer per person of the legal drinking age.
 - Alcoholic Beverage container collections and/or displays (empty or unopened) are not permitted in University housing.



6. GENERAL RESTRICTIONS AND PROVISIONS

- 6.1. The University reserves the right to withhold its permission to serve Alcoholic Beverages from any organization, group or individual at any time and for any reason deemed appropriate by the University. The decision is discretionary and lies wholly with the University which will base such judgments on what the University believes to be in its best interest. The President of the University reserves the right to grant exceptions to this policy as deemed appropriate.
- 6.2. The NEIU Foundation reserves the right to revoke its approval to use Foundation funds to purchase Alcoholic Beverages.
- 6.3. Alcoholic Beverages may not be donated to the University. They must be donated to the NEIU Foundation.
- 6.4. Approved Events must meet the following conditions:
 - must be hosted and controlled by a University unit;
 - must provide alternative non-alcoholic beverages and food in sufficient quantities to serve the expected number of attendees;
 - must be of a social or educational nature, such as a reception, dedication, or recognition program;
 - must not have either a direct or indirect charge to participants for the Alcoholic Beverages and;
 - must be limited to beer, wine, and champagne.
- 6.5. Alcoholic Beverages are not permitted at student sponsored events.
- 6.6. The Office of the President and appropriate Vice President areas, the management of the facility, the function sponsor, and the University Police share within their own areas of jurisdiction, responsibility for the enforcement of this policy.
- 6.7. Alcoholic Beverages possessed in violation of this policy will be confiscated, and those responsible for the violation may be subject to administrative and/or civil action.

PROCEDURES

1. Alcoholic Beverages for Approved Events may be obtained in the following ways:
 - As a personal purchase with no expectation of being reimbursed. The Alcoholic Beverages will then be donated to the NEIU Foundation in order to be usable for Approved Events.
 - Alcoholic Beverages may be purchased for an Approved Event utilizing NEIU Foundation funds by departments/divisions that have an established Foundation account or access to Foundation funding.
2. If any department/division does not have a NEIU Foundation account, a new application for a Foundation account (with all appropriate signatures) should be submitted no fewer than thirty days (30 days) prior to the proposed event. Once the Foundation account is either opened or verified, departments/divisions may then apply for a permit to serve Alcoholic Beverages through the Student Union, Event and Conference Services office by completing a "Request for Alcoholic Beverage Service" application (see Appendix) at least three (3) weeks ahead of the proposed event. The request will be reviewed to ensure the proposed event meets the requirements of state law and University policies.
 - 2.1. A copy of the approved permit will be displayed at the dispensary location(s) at all times during the event while Alcoholic Beverages are being served. The University reserves the right to shut down service of Alcoholic Beverages if the permit is not being prominently displayed.
3. Catering orders should be placed with the food service concessionaire in advance of the event indicating a request for bartending services. Requesting a bartender does not guarantee permission to serve Alcoholic Beverages. Arrangements to serve Alcoholic Beverages will be finalized with the University's food service concessionaire once the President's or appropriate Vice President's approval has been obtained.
 - 3.1. Alcoholic Beverages not donated to the NEIU Foundation for use at Approved Events will be ordered by Student Union, Event and Conference Services.
4. The department/division will include as part of their event materials (in all event advertising and any published programs, or through signage at the event) the following statement: "This event is sponsored in part by the NEIU Foundation."



GUIDELINES

Northeastern Illinois University reserves the right to deny the use of its facilities and properties to any individual or organization whose activities or intentions are not consistent with the University's mission, policies or procedures, or are in violation of local, state or federal law.

AUTHOR REFERENCE

[Illinois Liquor Control Act of 1934, 235 ILCS 5/6-15 \(amended\)](#)

NEIU Administrative Memorandum no. 51 (3/01/1995) – replaced by [Drug and Alcohol Abuse Prevention Policy](#)

[NEIU Administrative Memorandum no. 52](#) (3/01/1995)

NEIU Use of Facilities Policy and Procedures (7/1990)

NEIU Foundation Alcoholic Beverages Purchase Procedures

The Nest Resident Handbook

HISTORY

Formerly Administrative Memoranda Series #52 Selling and Serving Alcoholic Beverages

APPENDIX

Request for Alcoholic Beverage Service application

RELATED POLICIES, DOCUMENTS, AND LINKS

Northeastern Illinois University Conduct Codes

E4.4 – [Selling and Serving of Food](#)

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Director of Student Union, Event and Conference Services	(773) 442-4630	SUECS@neiu.edu

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer or University Officers call for a review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.

REQUEST FOR ALCOHOLIC BEVERAGE SERVICE

THIS APPROVED FORM MUST BE DISPLAYED AT ALL TIMES THROUGHOUT THE EVENT

APPLICATION DATE:		ORGANIZATION/DEPARTMENT:			
CONTACT NAME:		CONTACT PHONE:		CONTACT EMAIL:	
UNIT HEAD OR FACULTY/STAFF SPONSOR NAME:			FOUNDATION ACCT. NAME:		
			NUMBER:		
Office Use Only					
			<input type="checkbox"/> SF - Approved		<input type="checkbox"/> NSF - Declined: return for funding
PURPOSE OF EVENT:		TYPE OF EVENT (Check all that apply):		TYPE OF BEVERAGE (Check all that apply):	
<input type="checkbox"/> Institutional Advancement/Foundation <input type="checkbox"/> Conference/Convention <input type="checkbox"/> Reception <input type="checkbox"/> Cultural Event <input type="checkbox"/> Educational Event		<input type="checkbox"/> NEIU Faculty <input type="checkbox"/> NEIU Staff <input type="checkbox"/> NEIU Alumni and Friends <input type="checkbox"/> Private Rental		<input type="checkbox"/> House Red Wine <input type="checkbox"/> Beer <input type="checkbox"/> House White Wine <input type="checkbox"/> Exception* <input type="checkbox"/> House Champagne <i>*For private rentals only</i>	
Day	Date	Time	Estimated Attendance:	Event Location:	
	/ /	Begin: am/pm End: am/pm			
DIRECTOR, Student Union, Event and Conference Services			AREA VICE-PRESIDENT/PROVOST/PRESIDENT		
Signature: _____			Signature: _____		
Date: _____			Date: _____		
1. Have alcoholic beverages been ordered through SUECS? If NO , please indicate source:				<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Have bartender services been arranged through the University food concessionaire?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. Will you allow students to be served alcoholic beverages? ^o				<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. Will everyone in attendance be at least 21 years of age? If NO , what percentage of the whole group will be under 21 years?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
				<input type="checkbox"/> <10%	<input type="checkbox"/> 10% to 50%
				<input type="checkbox"/> >50%	
5. Will there be non-NEIU participants in attendance? If so, what percentage of the whole group will be non-NEIU? Please describe the nature of the non-NEIU attendees:				<input type="checkbox"/> YES	<input type="checkbox"/> NO
				<input type="checkbox"/> <10%	<input type="checkbox"/> 10% to 50%
				<input type="checkbox"/> >50%	
^o Alcoholic beverages are not permitted at student sponsored events					

SIGNATURE: * _____ **DATE:** ____/____/____
(person submitting request)

SIGNATURE: * _____ **DATE:** ____/____/____
(Unit Head or Faculty/Staff Sponsor)

** I have read, understand, and agree to abide by the NEIU alcohol policy (reverse side). By signing this request, Unit Head or Faculty/Staff Sponsor agrees to authorize payment for the purchase of alcohol from the appropriate Foundation Account.*

Charges for Alcoholic Beverages will be calculated following the event and charged to the Foundation Account listed above.

WHITE = Requestor

PINK = Student Union, Event & Conference Services

YELLOW = Foundation