

Alcohol Use Regulations

REQUEST FOR PERMISSION TO SERVE ALCOHOL ON CAMPUS

As a general rule, the service and consumption of alcoholic beverages is prohibited on the RISD campus and at any other locations owned, leased, or being used by RISD. However, such beverages may be served and consumed at specific social events and locations, provided that the following guidelines are observed and the following approvals are obtained.

Guidelines for the Service and Consumption of Alcohol On Campus

- To ensure sufficient time for arrangements to be made, this booklet must be completed and submitted for the required approvals a minimum of two weeks before the event for which approval is sought. **NO APPROVALS WILL BE GRANTED ON THE DAY OF THE EVENT.**
- The event must be sponsored by a department or college-recognized group.
- A college Faculty or Staff member must be present throughout, as well as oversee, the event.
- The alcoholic beverages to be served must be obtained from, and may only be served by a bartender contracted through Dining + Catering Services. The sponsoring department or group will be responsible for all associated costs and must provide an appropriate budget number in advance.
- Only beer and wine may be served, and only one drink may be served at any one time to any one person.
- All persons wishing to be served alcoholic beverages must present valid proof of age.
- The space in which alcoholic beverages may be consumed must be defined ahead of time in consultation with Public Safety, and such beverages may not be taken outside of that space.
- Unless waived by the Director of Public Safety in appropriate circumstances, a Public Safety Officer must be present throughout the event. The sponsoring department or group will be responsible for all associated costs and must provide an appropriate budget number in advance.
- The availability of alcohol may not be the focus or purpose of the event and may not be promoted as a primary reason for attending the event.
- Alternative beverages and food or snacks must also be made available throughout the event.
- A fully executed copy of this booklet, including all required approvals, must be kept at, and for the full duration of, the event.

- The service and consumption of alcohol is never permitted in classes, during critiques, in situations where grades are assigned, in other academic settings, or at events that are expected to be attended primarily by underage persons.
- **PUBLIC SAFETY MAY CLOSE ANY EVENT THAT IS NOT IN COMPLIANCE WITH THESE GUIDELINES.**

INSTRUCTIONS

1. The Event Organizer must complete the Event and Sponsor Information portion of the Alcohol Use Proposal Form and have it signed by a Faculty or Staff member willing to oversee the event (who may be the same person as the Event Organizer) and the relevant department head or officer of a college-recognized group.
2. The event organizer must meet with the Associate Director or Manager of Dining + Catering Services to contract a bartender and to discuss the appropriate amount of alcohol to purchase and any additional catering needs. If you receive authorization from Dining + Catering Services.
3. The next step is to meet with the Director of Public Safety to make arrangements for a Public Safety Officer and to define the space in which alcoholic beverages may be consumed.
4. The Alcohol Use Proposal Form must then be brought to the Provost's Office for approval.
5. Finally, send or fax a fully completed copy of the Alcohol Use Proposal Form to Dining + Catering Services (fax: 454-6745) and Public Safety (fax: 454-6388) to confirm the event.

THE EVENT WILL BE SUBJECT TO CANCELLATION UNLESS SUCH CONFIRMATION IS RECEIVED BY BOTH OFFICES AT LEAST ONE WEEK BEFORE THE EVENT DATE. IF YOU WISH TO CANCEL AN EVENT AFTER IT HAS BEEN CONFIRMED, YOU MUST DO SO A MINIMUM OF THREE DAYS BEFORE THE EVENT DATE, OR THE DESIGNATED BUDGET ACCOUNT WILL BE CHARGED THE STANDARD MINIMUM FOR BARTENDING AND PUBLIC SAFETY SERVICES.

Failure to fax/copy this form back to Public Safety with the signature of Provost or Associate Provost will cause a delay in an Officer being assigned to your event and possible cancellation. If an event is run without an officer present the sponsor assumes all liability.

Alcohol Use Proposal Form

EVENT AND SPONSOR INFORMATION

Description/Purpose of Event

Department/Group Sponsoring Event

Event Location

Date of Event

Starting Time of Event Ending Time of Event

Estimated Number of People Attending the Event

I confirm that the information listed above is correct and that the event will comply with RISD's Alcohol Use Regulations.

Event Organizer (Print)

Signature Date

I agree to attend, be present throughout, and oversee the event listed above.

Faculty/Staff Member (Print)

Signature Date

On behalf of my department or college-recognized group, I agree to sponsor the event listed above, and I authorize Dining + Catering and Public Safety to charge their expenses in connection with the event to the following budget account number.

Budget Account Number

Authorized Sponsor (Print)

Signature Date

APPROVALS (must be obtained in order)

Dining + Catering

I confirm that arrangements have been made for the appropriate bartending staffing of the event and for the purchase of sufficient alcoholic beverages and non-alcoholic beverages and foodstuffs as outlined in the Alcohol Use Regulations.

Assoc. Director/Manager (Print)

Signature Date

Public Safety

I confirm that I have reviewed the details of this event and that the following limited space has been designated for the service and consumption of alcohol on the date and during the time indicated.

- A Public Safety Officer **will** be posted at this event.
- A Public Safety Officer is **not** required for this event.

Service/Consumption Space

Director of Public Safety (Print)

Signature Date

Provost's Office

I give my approval for the event to be conducted as described.

Provost/Associate Provost (Print)

Signature Date

Completed form must be faxed to Dining + Catering Services (fax: 454-6745) and Public Safety (fax: 454-6388). Failure to fax/copy this form back to Public Safety with the signature of Provost or Associate Provost will cause a delay in an Officer being assigned to your event and possible cancellation. If an event is run without an officer present the sponsor assumes all liability.