1. STATEMENT OF POLICY

Westminster College abides by the State of Utah’s laws on the licensing, distribution, and consumption of alcoholic beverages. It is the responsibility of all members of the College community to abide by those laws. A fundamental principle of this Alcohol Service at College Events Policy is that students are adults who are personally responsible for conforming their behavior to state law and to College policy.

2. TO WHOM THIS POLICY APPLIES

This policy applies to all trustees, faculty, staff, students, and any third-party individual or group sponsoring any College Event. This policy does not apply to student residential housing as existing College guidelines set forth in the student code of conduct govern the possession, consumption, and service of alcohol in residential housing.
3. DEFINITIONS

A. Alcohol Authorization Form and Permit – A form required to permit the service of alcohol at any College Event. The authorization permit section of the form must be signed by the risk management coordinator to be valid. (See: Alcohol Authorization Form and Permit – Appendix A. https://www.westminstercollege.edu/policies/alcohol-authorization)

B. Alcohol Storage Form and Permit – A form required to permit the storage of alcohol on property owned or controlled by the College. The storage permit section must be signed by the risk management coordinator and approved in writing by the president to be valid. (See: Alcohol Storage Form and Permit – Appendix B https://www.westminstercollege.edu/policies/alcohol-storage)

C. Authorized Alcohol Server – A vendor or bartender authorized by law to sell or otherwise handle an alcoholic product. All authorized servers (generally, catering vendors who provide licensed bartenders) must provide proof they meet the Utah Division of Substance Abuse & Mental Health certification requirements and maintain a valid Utah Alcohol Certification. Authorized servers must provide proof of insurance naming the College as an additional insured/loss payee under their policy. The preferred authorized alcohol server of the College is Bon Appétit, as they have filed a current copy of their license, an alcohol control plan, and proof of insurance with the College.

D. College Event – Any event occurring on property owned or controlled by the College or any event funded in whole or in part with College funds.

E. Business Purpose Event – An event exempted from the alcohol permitting requirements as provided in Section 5(E).

F. Designated Event Coordinator – Individual designated by event sponsor who agrees to be present for the duration of an event and responsible to notify event sponsor of any alcohol-related issues that may arise. The designated event coordinator must be an adult (over 21), and may not be a student or student worker of the College.

G. Employee – All faculty and staff who are employed by the College.

H. Event Sponsor – An individual of any group sponsoring a College Event. An event sponsor must be present at the event and is responsible to comply with state law and this policy.

I. Faculty – Full-time, part-time, and adjunct faculty and instructors of the College.

J. Intoxicated Person – Service of alcohol to an intoxicated person is strictly prohibited. Under Utah law, a person is deemed intoxicated with a blood alcohol content at or over 0.08%. Although every person metabolizes alcohol at a different rate, the general standard is that an individual should consume no more than one standard drink per hour. Observable signs of intoxication include nausea or vomiting, or impaired motor function such as loss of balance, inability to walk straight, spilling drinks, or fumbling with objects.

K. Preferred Provider – Bon Appétit is the College’s preferred provider. The College maintains
on file a current copy of their Alcohol Control Plan and proof of insurance naming the College as an additional insured/loss payee under their policy.

L. Large Private Event – An event with more than 25 people for which an entire room, hall, area, or building has been leased, rented, or reserved in advance; and attendance is limited to people who have been specifically invited, and their guests.

M. Small Private Event – An event with fewer than 25 people for which an entire room, hall, area, or building has been leased, rented, or reserved in advance; and attendance is limited to people who have been specifically invited, and their guests.

N. Private Event Signage – Signage indicating “Private Event – Admission by Invitation Only” to be placed outside of large or small private events. Private event signage is available from the risk management coordinator at (801) 832-2657.

O. Public Event – An event that is open to the general public with no restrictions on admission.

P. Staff – Full-time and part-time staff.

Q. Student – Westminster students who are currently registered or enrolled for credit or non-credit bearing coursework.

R. Westminster College Community – Trustees, faculty, staff, students, and any third-party individual or group sponsoring an event occurring on property owned or controlled by the College.

4. PROHIBITED CONDUCT UNDER THIS POLICY

A. Prohibited Conduct

It is prohibited conduct to serve alcohol at any College Event without securing an Alcohol Authorization Form and Permit; (b) to serve alcohol to a minor; (c) to serve alcohol to an intoxicated person; or (d) to store alcohol on property owned or controlled by the College, unless securing in advance an Alcohol Storage Form and Permit signed by the risk management coordinator, and approved in writing by the president.

B. Restricted Conduct

The following restrictions apply to any alcohol served under this policy:

1. The event sponsor may not charge for alcoholic beverages, either directly or indirectly, by charging admission or selling tickets to offset the cost of the alcohol. Any money collected at an event must be collected for some other specific purpose, such as a fundraiser, the cost of food, or cost of entertainment.

2. An event sponsor may serve liquor, wine, or beer, provided that the alcohol is purchased in the State of Utah.

3. An event sponsor may not serve beer furnished in containers larger than two liters (e.g., beer kegs).
4. An event sponsor may not serve heavy beer (i.e., beer with an alcohol content in excess of 3.2%).
5. An event sponsor may not serve alcoholic drinks unless the sponsor is also serving non-alcoholic drinks and water.
6. An event sponsor may not serve alcoholic drinks unless the sponsor is also serving food with the service of alcohol.

5. APPLICABLE PROCEDURES UNDER THIS POLICY

A. It is the responsibility of every member of the Westminster College Community to foster an environment that abides by the State of Utah’s laws on the licensing, distribution, and consumption of alcoholic beverages, and this policy.

B. Event sponsors are required to complete the following steps no less than ten (10) days prior to an event at which alcohol will be served:

1. Contact the campus scheduling office at (801) 832-2520, to secure a space for the event.

2. Contact the risk management coordinator at (801) 832-2657, to obtain an Alcohol Authorization Form and Permit. https://www.westminstercollege.edu/policies/alcohol-authorization

3. Contact campus patrol at (801) 832-2525, to notify of event details.

C. Event sponsors are required to control for the unauthorized service of alcohol to minors and intoxicated persons. Event sponsors of public and large private events must perform ID checks and wristband guests who will be consuming alcohol. The risk management coordinator will provide wristband specifications and ordering information on request. For small private events, the event sponsor must provide to the risk management coordinator a written plan identifying how they will control for the unauthorized service of alcohol.

D. Additional Requirements

1. Public Events. Event sponsors of public events are required to complete the following additional steps:

   a. Obtain a state-issued liquor license or alcoholic event permit. The event sponsor must provide to the risk management coordinator a copy of a valid state-issued liquor license or alcoholic event permit. This requirement may be satisfied by utilizing the College’s preferred provider for alcohol service, as the preferred provider has an agreement with the College to secure all necessary state licenses or permits.

   b. Retain Authorized Alcohol Servers for the event. The event sponsor is required to retain an authorized alcohol server and transfer to the alcohol server, by written contract, all
potential tort liability that may result from the event. The event sponsor must provide documentation evidencing that the alcohol server meets the Utah Division of Substance Abuse & Mental Health certification requirements and maintains a valid Utah Alcohol Certification to the risk management coordinator. The event sponsor must provide proof of insurance naming the College as an additional insured/loss payee under their policy. This requirement may be satisfied by utilizing the College’s preferred provider for alcohol service, as the College already has this documentation on file.

c. **Control for unauthorized service of alcohol.** Event sponsors of public and large private events must perform ID checks and wristband guests who will be consuming alcohol.

2. **Large Private Events.** Event sponsors of private events with more than 25 people are required to complete the following additional steps:

   a. **Retain Authorized Alcohol Servers for the event.** The event sponsor is required to retain an authorized alcohol server and transfer to the alcohol server, by written contract, all potential tort liability that may result from the event. The event sponsor must provide documentation evidencing that the alcohol server meets the Utah Division of Substance Abuse & Mental Health certification requirements and maintains a valid Utah Alcohol Certification to the risk management coordinator. The event sponsor must provide proof of insurance naming the College as an additional insured/loss payee under their policy. This requirement may be satisfied by utilizing the College’s preferred provider for alcohol service, as the College already has this documentation on file.

   b. **Control for unauthorized service of alcohol.** Event sponsors of public and large private events must perform ID checks and wristband guests who will be consuming alcohol.

   c. **Private Event Signage.** The event sponsor must limit attendance to people who have been specifically invited, and their guests. The event sponsor must obtain private event signage from the risk management coordinator and place signage prominently at key entrance points at the event venue.

3. **Small Private Events.** Event sponsors of Private Events with 25 people or less are required to complete the following additional steps:

   a. **Assumption of risk and liability for event.** The event sponsor is required to assume all liability for damages or claims that may result from the event. The event sponsor may elect to transfer liability to an authorized alcohol server by written contract.

   b. **Control for unauthorized service of alcohol.** The event sponsor is required to implement controls for the unauthorized service of alcohol to minors and unauthorized service of alcohol to intoxicated persons, including persons who demonstrate physical signs of impairment such as nausea or vomiting, or who exhibits impaired motor function such as loss of balance, inability to walk straight, spilling drinks, or fumbling with other objects.

   c. **Private Event Signage.** The event sponsor must limit attendance to people who have been specifically invited, and their guests. This may require posting signs indicating
“Private Event – Admission by Invitation Only” under certain circumstances. If required, the event sponsor must obtain private event signage from the risk management coordinator and place signage prominently at key entrance points at the event venue.

4. Special Events. On a case-by-case basis, the risk management coordinator may grant exceptions to the control plan requirements after consideration of special circumstances, including review of the following factors and other factors relevant to the decision:
   a. Participants/Guests – If undergraduate students and minors are not invited or expected to attend the event, special exceptions may be granted as is reasonable.
   b. Location of the Event – If events are to be held off campus on property not owned or controlled by the College, special exceptions may be granted as is reasonable.
   c. Nature of the Event – If the events are more private in nature, special exceptions may be granted as is reasonable.

5. Business Purpose Events. The College permits the use of College funds to purchase alcohol when accompanying a meal within an established budget, without the need to complete an Alcohol Authorization Form and Permit for the following business purposes:
   a. Faculty/staff recruitment events;
   b. Individual donor events;
   c. Events hosting special guests to the College; and
   d. Business purpose conferences.

6. RESPONSIBLE ADMINISTRATORS

The following individuals are responsible administrators under this policy:
- The provost is responsible for enforcing the Alcohol Service at College Events Policy as it relates to faculty.
- The executive director of human resources is responsible for enforcing the Alcohol Service at College Events Policy as it relates to staff.
- The dean of students is responsible for enforcing the Alcohol Service at College Events Policy as it relates to students.
- The event sponsor is responsible for enforcing the Alcohol Service at College Events Policy for their event.

7. DISCIPLINARY SANCTIONS

Any College employee who fails to comply with their obligations under this policy may be subject to discipline, up to and including termination of employment.
Any student who fails to comply with their obligations under this policy may be subject to discipline, up to and including suspension or expulsion.

8. HISTORY

<table>
<thead>
<tr>
<th>Date of Last Action</th>
<th>Action Taken</th>
<th>Authorizing Entity</th>
</tr>
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<tbody>
<tr>
<td>March 22, 2017</td>
<td>Policy revision to add Section D(5)</td>
<td>Policy Governance Committee</td>
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<tr>
<td>February 13, 2017</td>
<td>Policy Adopted</td>
<td>Policy Governance Committee</td>
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<tr>
<td>January 11, 2017</td>
<td>Interim Policy Adopted</td>
<td>Policy Governance Committee</td>
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9. SIGNATURE, TITLE, AND DATE OF APPROVAL

Approved: /s/_________________________________________

Stephen R. Morgan, President