

## MONTCLAIR STATE UNIVERSITY

### Policy on the Sale of Alcoholic Beverages on Licensed University Premises

#### Objective

To ensure that the service of alcoholic beverages on Licensed University premises is in compliance with applicable State laws and regulations, municipal ordinances, and University procedures and is consistent with the University's mission and community responsibility. To ensure the preservation of the liquor license as a critical element in marketing University facilities.

#### Authority

The sale of alcoholic beverages in University Licensed Premises, i.e., the University Hall Conference Center and Courtyard, certain areas within the Student Center, the Alexander Kasser Arts Complex, Sprague Field, and the Softball Stadium, is pursuant to a Special Annual Concessionaire Permit held by the University's dining services contractor.

The license is issued by the New Jersey Division of Alcoholic Beverage Control (A.B.C.) and Sodexo as the licensee is legally bound to adhere to all A.B.C. rules, regulations and conditions.

#### Policy

In order to ensure that the sale of alcoholic beverages at events is consistent with the University's mission and community responsibility and to preserve the liquor license, the University shall permit alcohol only at events at which substantial numbers of persons in attendance are adults meeting the legal drinking age in the State of New Jersey.

Undergraduate student organizations and groups will not be permitted to schedule events featuring the service of alcohol. Service of alcohol will be allowed at events organized for undergraduate students of legal drinking age only when the event is approved, sponsored and controlled by the University. Such events will require the advance approval of the Vice President for Student Development and Campus Life. Such approval must accompany the appropriate Request for Alcohol Service on a Licensed Premises.

In accordance with A.B.C. regulations, all alcohol served on licensed premises shall be procured and served by the University's dining services contractor (the Licensee). Organizations are not permitted to bring their own alcohol or to provide their own bartenders.

The Licensee shall ensure that all organizations or individuals requesting alcohol service at an event complete the appropriate Request for Alcohol Service on a Licensed Premises. The completed Requests will be forwarded to the Director of the Conference Center who shall secure the permission of the Vice President for Finance and Treasurer. No alcohol shall be served without authorization.

At the University's sole discretion, University Police Officers may be required, at an organization's expense, to remain on site for a large event at which alcohol is served. The need for University Police presence and the number of Officers required will be determined by the University Police in consultation with the Director of the Conference Center, the Licensee, and the University's Risk Manager. The University Risk Manager will consult with the State of New Jersey Bureau of Risk Management as considered necessary.

Implementation shall be the responsibility of the Director of the Conference Center.

Effective Date

December 1, 2006

MONTCLAIR STATE UNIVERSITY

Request for Alcohol Service on a Licensed Premises  
**External Organizations and Individuals**

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Organization Representative/Title: \_\_\_\_\_

Event Date/Time: \_\_\_\_\_ Event Location: \_\_\_\_\_

Event Purpose: \_\_\_\_\_

\_\_\_\_\_

Type of Alcohol: (check all that apply)      Beer                  Wine                  Spirits

Type of Service Requested:                  Bartender                  Self-Serve

Type of Bar:    Cash                  Open

Food Menu: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Number of Attendees under 21 years of age: \_\_\_\_\_

On behalf of \_\_\_\_\_, I certify that the above information is  
(Organization)  
true and accurate:

\_\_\_\_\_  
Organization Representative    Date

\_\_\_\_\_  
Sodexo Catering Director    Date

Number of Police Officers Required: \_\_\_\_\_  
\_\_\_\_\_  
University Police    Date

\_\_\_\_\_  
Director of the Conference Center    Date

Permission Granted by:

\_\_\_\_\_  
Vice President for Finance and Treasurer    Date

MONTCLAIR STATE UNIVERSITY

Request for Alcohol Service on a Licensed Premises  
**University Departments**

Department: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Organization Representative/Title: \_\_\_\_\_

Event Date/Time: \_\_\_\_\_ Event Location: \_\_\_\_\_

Event Purpose: \_\_\_\_\_

Type of Alcohol: (check all that apply)                      Beer                      Wine                      Spirits

Type of Service: (check one)                      Bartender                      Self-Serve

Type of Bar: (check one)                      Cash                      Open

Food Menu: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Number of Attendees under 21 years of age: \_\_\_\_\_

Source of Funds for Food: \_\_\_\_\_ Source of Funds for Alcohol: \_\_\_\_\_

On behalf of \_\_\_\_\_, I certify that the above information is true and  
(Organization)

accurate and in compliance with the University policy on entertainment:

\_\_\_\_\_  
Organization Representative                      Date

\_\_\_\_\_  
Sodexo Catering Director                      Date

Number of Police Officers Required: \_\_\_\_\_  
\_\_\_\_\_  
University Police                      Date

\_\_\_\_\_  
Director of the Conference Center                      Date

Approval for Undergraduate Student Organizations, if necessary

\_\_\_\_\_  
Vice President for Student Development and Campus Life                      Date

Permission Granted by:

\_\_\_\_\_  
Vice President for Finance and Treasurer                      Date