

OFFICE OF THE CHANCELLOR
University of New Orleans

Administrative Policy &
Procedure (AP) - 14.1
Effective Date: April 1, 1991

SUBJECT: Preparation, Serving and Consumption of Food, Beverages
and Alcohol at University of New Orleans Campus Events.

PURPOSE

To establish a consistent policy for the purchasing, preparation, sale and service of all food and beverages consumed at, and to establish the policy on permitted uses of alcohol for, any Campus Event.

The dispensing of food and beverages carries with it many legal responsibilities for complying with licensing, public health and safety regulations. It is necessary, therefore, to regulate such activities to protect both the University and the individuals involved from the potential liability inherent with such activities.

Recognizing that, if not properly utilized and controlled, alcohol consumption may not be compatible with the University's mission of higher education, reasonable guidelines must be established concerning its use at any Campus Event.

This memorandum supersedes AP 14.1, dated April 20, 1987, which is hereby rescinded.

AUTHORITY

1. Article 7, Section 4, By-Laws and regulations of the Board of Supervisors of the Louisiana State University System.
2. Resolutions adopted by the Board of Supervisors of the Louisiana State University System July 31, 1969; December 1, 1973; December 13, 1974.

AP 14.1

DEFINITIONS

1. Alcohol, Alcoholic Beverage: Either/or:
 - a. Liquor, Hard Liquor: Any alcoholic beverage with an alcohol content in excess of 6% by volume.
 - b. Wine, beer, liqueurs, wine coolers, or any other beverage with an alcohol content not in excess of 6% by volume.
2. Campus: any building or facility, including the grounds, of the University located at or on either the Main Campus or East Campus.
3. Campus Event: an activity sponsored by any University department, group or organization, OR an activity of any off-campus group, that utilizes any University building, facility and/or grounds.
4. Departmental Party: an occasional activity, such as a Christmas or birthday celebration, sponsored by a University department for persons all employed primarily within that department, held within the departmental offices, with the approval of the appropriate building custodian.
5. Legal Age: the legal drinking age for the State of Louisiana is EIGHTEEN YEARS OF AGE; the legal age to purchase alcoholic beverages is TWENTY ONE YEARS OF AGE.

GENERAL FOOD AND BEVERAGE POLICY

1. The University Food Service is responsible for the purchasing, preparation, sale and service of all food and beverages consumed at any Campus Event, with the following exceptions:
 - a) The Department of Intercollegiate Athletics is authorized to sell concession items in the Privateer Park.
 - b) The Lakefront Arena is responsible for the concessions at all Arena events. Catering for all events at the Lakefront Arena is to be done exclusively by the University Food Service.

AP 14.1

- c) Departmental parties at which alcoholic beverages are not to be served.
 - d) Activities held by the School of Hotel, Restaurant and Tourism Administration as a necessary part of the instructional program. Such programs are additionally authorized the limited incidental serving, on a non-charge basis, alcoholic beverages such as wine, beer, liqueurs, wine coolers, or other beverages with an alcohol content not in excess of 6% by volume, subject to other provisions of this policy.
2. Student housing residents (both residence hall and apartment) may consume food and beverages (including alcoholic beverages, provided they have attained the legal drinking age), in their individual rooms or apartments.
3. Any University Department, Group or Organization: It is the policy of the University not to solicit donations of food or beverages, especially alcoholic beverages. The UNO Director of Auxiliary Services may, following an evaluation of extenuating circumstances, grant permission to accept donated products, assessing charges for preparation and services. Likewise, the Director may deny permission following such evaluation.

Any such donation involving student groups or organizations must be approved in advance by the Dean of Student Life prior to review by the Director of Auxiliary Services.

4. All Off-Campus Groups: It is the policy of the University that the Food Service Catering will provide, prepare, sell and serve all food and beverages, including all alcoholic beverages, for any activity of an off-campus group/s that utilizes any University facility, building or grounds. The offering or serving of "donated" or other non-university supplied food or beverages, including any alcoholic beverages, is prohibited.

AP 14.1

GENERAL POLICY ON USES OF ALCOHOL

1. This University fully supports and will enforce all State and local laws and ordinances concerning the use, sale and consumption of alcoholic beverages, as they may be written.
2. Alcoholic beverages shall not be made accessible to nor served to persons under the Legal Age, nor to any person who, in the opinion of the event coordinator or University Food Service, appears to be intoxicated.
3. ONLY the following departments are licensed and authorized to sell and/or serve alcoholic beverages for consumption on the Campus of this University:

University Food Service
Intercollegiate Athletics
UNO Lakefront Arena
4. An alternative (non-alcoholic) beverage must be available whenever alcohol is served, in sufficient quantity for the duration of the event. When supplies of an alternative beverage are exhausted, the serving of alcohol will immediately cease.
5. A "reasonable portion" of the event budget, as determined by the event coordinator and University Food Service, shall be designated for the purchase of food items.
6. Programs offering no-cost or low-cost alcohol, including such events as "happy-hours" or "two-for-one", may not be used as an enticement to attend events. Events or contest that involve drinking alcoholic beverages are prohibited. Alcoholic products may not be used as prizes, awards or giveaways at events or programs, although redeemable coupons or certificates are permissible for such purposes.
7. Event names or advertisements should reflect the purpose or subject of the event. Terms such as "Beer Blast" and "Keg Party" are to be avoided. The advertisement of all events will be done in accordance with current University and Student Life policy.

AP 14.1

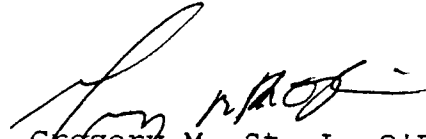
8. As noted above, the University restricts any department or organization from the solicitation of donations of alcoholic beverages. When a university department or student organization enters into joint sponsorship of events or programs with alcoholic beverage companies, the department's or the students organization's name will be the most prominent. A corporate sponsor's name or product may appear on printed advertisements or other materials, however it may not appear to be the primary sponsor.
9. Departments wishing to serve alcoholic beverages at departmental parties must obtain the prior approval of the Chancellor as described below.

PROCEDURE

1. For all campus events requiring University Food Service, event coordinators are to contact the Manager, Catering Services.
2. Food and beverages for all campus events conducted in and around the University Center (including patios and north and south lawns) and the Student Park, must be catered by University Food Service, regardless of the number of participants.
3. When making arrangements for an event to be catered in a facility or building other than the University Center, the Cove/Sandbar, the Commons or the Student Park, the Manager of Catering Services will require evidence of approval by the particular facility or building custodian.
4. Departments wishing to serve alcoholic beverages at departmental parties must submit request in writing through channels to the Chancellor for approval. Request must briefly describe the occasion, state the anticipated number of participants and certify that the activity will fall within the definition of a departmental party as set forth in this document. Such request must be submitted well in advance of the event.

AP 14.1

5. Exceptions to this policy, in its entirety, shall not be considered, while exceptions in part shall be extremely limited. The authority for review and approval of any request for exception to this policy is delegated to the Vice Chancellor For Business Affairs and/or the Assistant Vice Chancellor For Business Affairs-Operations.



Gregory M. St. L. O'Brien
Chancellor