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.

AUTHORITY

Part Two, Chapter II, Section XXVI, Chapter III, Section IV and Chapter IV, Sections VII of the Bylaws and Rules of the University of Louisiana System. University of Louisiana System Policy and Procedure Memorandum S-II.XXVI.-1 (Alcohol and Illegal Controlled Substances) and FB-IV.VII.-1 (Sale and Distribution of Alcoholic Beverages).

DEFINITIONS

1. **Alcohol. Alcoholic Beverage:**
   
a.) Liquor, Hard Liquor: Any alcoholic beverage with an alcohol content in excess of 6% by volume, or
   
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, East Campus and Satellite Campuses.

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 authorized university event management department.
5. **Legal Age**: the legal drinking age for the State of Louisiana is **TWENTY ONE YEARS OF AGE**; the legal age to purchase alcoholic beverages is **TWENTY ONE YEARS OF AGE**.

**GENERAL POLICY**

1. The University of New Orleans 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. The University Food Service is solely responsible for the purchasing, preparation, sale and service of all food and beverages within the Cove, University Center, all convenience stores and coffee shops. University food service has the non-exclusive right for purchasing, preparation, sale, and service within all other University facilities including but not limited to the following:

   a.) The Department of Intercollegiate Athletics is authorized to sell concession items in Maestri Field or other university facilities where intercollegiate contests or events are held.

   b.) The Lakefront Arena is responsible for all food, beverage, and concessions at all events sponsored by or managed by the Lakefront Arena or its authorized event management department (Campus Booking, Lindy C. Boggs Conference Center).

   c.) Activities held by the School of Hotel, Restaurant and Tourism Administration as a necessary part of the instructional program. Subject to all other provisions of this policy, and incidental to such instructional programs, HRT is authorized to serve, on a limited 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.

3. 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.

4. The offering or serving of donated or other non-university supplied food or beverages, including any alcoholic beverages may be served on special occasions or events as approved by authorized university event management departments.

5. 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.

6. **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
   Lakefront Arena
   Intercollegiate Athletics
7. 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.

8. 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.

9. 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 contests 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.

10. 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 the department of Student Involvement and Leadership (SIL) policy.

11. 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.

12. Departments wishing to serve alcoholic beverages at departmental parties must obtain the prior approval of the authorized university event management department.

**PROCEDURE**

1. For all campus events requiring food service, event planners must first contact the authorized university event management department.

2. All campus events must be approved by one of the following:

   University Center Scheduling Office
   Lakefront Arena
   Campus Booking
   Intercollegiate Athletics

3. Departments wishing to serve alcoholic beverages at departmental parties must submit request in writing to the authorized event management department. 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.

4. 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 President of Business Affairs.
Peter J. Fos, Ph.D., M.P.H.
President
University of New Orleans