

Roger Williams University

Alcoholic Beverages Policy

Purpose and Applicability:

This policy governs the service and/or consumption of alcoholic beverages at Roger Williams University, including Roger Williams University School of Law (“University”), and applies to events on the University’s Bristol, Portsmouth (Baypoint), and Providence (150 Washington Street) campuses and off-campus University-sponsored events. For purposes of this policy, an off-campus University-sponsored event is an event occurring at any off-campus location where alcoholic beverages are served and/or consumed and the event is hosted and/or paid for in whole or in part by the University, including but not limited to any school, department, office, group, club, or team of the University.

Examples of events that are governed by this policy include, but are not limited to, the following:

- University-sponsored conferences, dinners, events, meetings, and receptions;
- Department, faculty, or staff meetings and receptions, including those occurring after business hours; and
- Third party conferences, events, meetings, and receptions.

This policy does not apply to the following:

- The possession or consumption of alcoholic beverages by University students or their guests which does not occur at a University-sponsored event (governed by the Student Handbook);
- The possession or consumption of alcoholic beverages by Coordinators of Residential Education (“CORE”) or their guests over the age of 21 in CORE apartments (governed by the CORE Staff Manual);
- The possession or consumption of alcoholic beverages by University employees who reside in University apartments or their guests over the age of 21 in their assigned University apartments; or
- The possession or consumption of alcoholic beverages at the University Residence by the President, his family, or his personal guests, or to events at the University Residence of ten or fewer persons.

Written Approval Required:

Written approval is required for each event at which alcoholic beverages will be served and/or consumed at the University, as well as for off-campus, University-sponsored events as noted below. The organizer of the event must use the attached Alcoholic Beverages Policy Approval Form to obtain such approval.

Type of Event	Necessary Approval(s)*
School of Law Events occurring within the SOL building, on the Providence campus, or off-campus	SVP for Finance and Administration; <i>and</i> Dean of the School of Law
School of Law Events other than those captured above (i.e., occurring on the Bristol campus but not within the SOL building or on the Portsmouth campus)	SVP for Finance and Administration; Vice President for Student Affairs; <i>and</i> Dean of the School of Law
University Student Events on the Bristol campus within a building or off-campus	Vice President for Student Affairs
University Student Events other than those captured above (i.e., occurring on the Bristol campus but not within a building or on the Portsmouth or Providence campuses)	SVP for Finance and Administration; <i>and</i> Vice President for Student Affairs
All Other Events on the Bristol or Portsmouth campuses	SVP for Finance and Administration; <i>and</i> Vice President for Student Affairs
All Other Off-Campus University-Sponsored Events or Events on the Providence campus	SVP for Finance and Administration

* Or the specifically appointed management designee in the event of an extended absence of the approving authority.

Use of Approved Caterers and Certified Alcohol Servers:

The service of alcoholic beverages at the University must be arranged through Bon Appetit Management Company, the University’s approved caterer, or an approved third party caterer. Third party caterers must hold a valid Rhode Island Class P liquor license, comply with the University’s liability insurance requirements, and receive the prior written approval of the Office of General Counsel through a written agreement signed by the third party caterer and the University. Additionally, all alcoholic beverages must be served by a person holding a valid certificate of completion from an alcohol server training program approved by the Rhode Island Department of Business Regulation.

Sale of Alcoholic Beverages (Cash Bars):

Bon Appetit Management Company: Bon Appetit Management Company, on behalf of the University, must obtain a Class F (beer and wine only) or Class F1 (beer, wine, and spirits) liquor license to sell alcoholic beverages on the Bristol or Providence campuses. Class F and Class F1 liquor licenses may be obtained through the Town of Bristol or the City of Providence. A Class F or Class F1 liquor license is not

required for Bon Appetit Management Company to sell alcoholic beverages on the Portsmouth campus, as the University maintains a Class B-H, Class B-T, and Class B-V liquor license with the Town of Portsmouth.

Third Party Caterers: Approved third party caterers must hold a valid Rhode Island Class P liquor license to sell alcoholic beverages on the Bristol, Portsmouth, or Providence campuses. Third party caterers are not eligible to obtain Class F or Class F1 liquor licenses.

Regulations:

In addition to the regulations below, the service of alcoholic beverages at the University must comply with state and local laws and regulations.

Alcoholic beverages may not be served to or consumed by persons under the age of 21. Proper identification of age must be produced to a certified alcohol server upon service of the alcoholic beverage.

Under no circumstances may alcoholic beverages be served to visibly intoxicated persons.

Any event offering alcoholic beverages must also offer a comparable quantity of food and non-alcoholic beverages.

Alcoholic beverages may not be consumed outside the confines of the event.

Self-service bars are prohibited; all alcoholic beverages must be served by a certified alcohol server.

Alcoholic beverages served at undergraduate student events shall be limited to beer and wine.

Organizers of student events should consider mandating that students over the age of 21 wear University-approved wrist bracelets before they are served alcoholic beverages, and requiring an increased public safety/security presence at the event.

Violations:

Penalties for violations of this policy may include discipline up to and including termination of employment for employees, expulsion from the University for students, and removal from the University for third parties.

Roger Williams University students who violate this policy may be subject to discipline under the Code of Student Conduct, and any such violation will be adjudicated through the Office of Student Conduct and Community Standards. Roger Williams University School of Law students who violate this policy may be subject to discipline under the Code of Student Responsibility, and any such violation will be adjudicated through the Honor Board.

Employees and students should also refer to the University's Alcohol and Drug Free School and Workplace Policy, available at <http://www.rwu.edu/depository/hr/policies/Drug-FreePolicy.pdf>.

The sale, service, and consumption of alcoholic beverages is regulated by federal, state, and local laws and regulations. Violations of alcohol laws and regulations will be handled by law enforcement authorities.

Off-Campus University-Sponsored Events:

Off-campus University-sponsored events must comply with the following provisions:

- If the event will be held at a facility that is properly licensed to serve alcoholic beverages, all alcoholic beverages must be served by that facility.
- If the event will be held at a facility that is not properly licensed to serve alcoholic beverages, all alcoholic beverages must be served by a caterer that is properly licensed to serve alcoholic beverages or Bon Appetit Management Company. The caterer must receive the prior written approval of the Office of General Counsel through a written agreement signed by the caterer and the University. Additionally, a copy of the caterer's license to serve alcoholic beverages must be provided to the Office of General Counsel prior to the event.
- If the event will be held at a personal residence, please contact the Office of General Counsel prior to the event to discuss licensing and liability issues.

Adopted 3/9/11 by the President's Cabinet

Roger Williams University

Alcoholic Beverages Policy Approval Form

In accordance with the Roger Williams University Alcoholic Beverages Policy, this Approval Form must be completed for all events on the University's Bristol, Portsmouth (Baypoint), and Providence (150 Washington Street) campuses and off-campus University-sponsored events where alcoholic beverages will be served and/or consumed.

EVENT INFORMATION:

Event Location: _____ **Event Date:** _____

Department/Area Sponsoring Event: _____

Description of Event: _____

Method of Service of Alcoholic Beverages: **Cash Bar** **Open Bar** **Other** _____

Alcoholic Beverages To Be Served: **Beer** **Wine** **Spirits**

Caterer or Third-Party Establishment Responsible for Serving Alcoholic Beverages: *

I certify that I have reviewed the University's Alcoholic Beverages Policy and that the event described above will comply with the rules and regulations contained in the Policy.

RWU Submitter Name: _____

RWU Submitter Signature: _____ **Date Submitted:** _____

* If you are not using Bon Appetit Management Company as the caterer for an on-campus event or if you are having an off-campus event that will be held at a facility that is not properly licensed to serve alcoholic beverages, you must consult with the Office of General Counsel to discuss licensing and liability issues.

APPROVALS:

Select the type of event and have the appropriate individual(s) in the Necessary Approval(s) column sign below.

Select One	Type of Event	Necessary Approval(s)
<input type="checkbox"/>	School of Law Events occurring within the SOL building, on the Providence campus, or off-campus	A: SVP for Finance and Administration; <i>and</i> C: Dean of the School of Law
<input type="checkbox"/>	School of Law Events other than those captured above (i.e., occurring on the Bristol campus but not within the SOL building or on the Portsmouth campus)	A: SVP for Finance and Administration; B: Vice President for Student Affairs; <i>and</i> C: Dean of the School of Law
<input type="checkbox"/>	University Student Events on the Bristol campus within a building or off-campus	B: Vice President for Student Affairs
<input type="checkbox"/>	University Student Events other than those captured above (i.e., occurring on the Bristol campus but not within a building or on the Portsmouth or Providence campuses)	A: SVP for Finance and Administration; <i>and</i> B: Vice President for Student Affairs
<input type="checkbox"/>	All Other Events on the Bristol or Portsmouth campuses	A: SVP for Finance and Administration; <i>and</i> B: Vice President for Student Affairs
<input type="checkbox"/>	All Other Off-Campus University-Sponsored Events or Events on the Providence campus	A: SVP for Finance and Administration

A: _____
Jerome Williams, SVP for Finance and Administration _____
Date

B: _____
John King, Vice President for Student Affairs _____
Date

C: _____
David Logan, Dean of the School of Law _____
Date

Once you have completed the Approval Form and obtained all necessary approval(s), please send the original Approval Form to the Office of General Counsel. OGC will distribute copies of the Approval Form accordingly.