

POL 03.00.02  
Alcohol Use at University Events Policy

**Authority:** Chancellor

**History:**

- First Issued: August 31, 2018

**Related Policies:**

- [UNCP Facilities Use Policy for External Groups - POL 07.25.01](#)
- [UNCP Request for Dining Services Policy - POL 07.35.02](#)
- [N.C. General Statute 18B – Policy of Alcoholic Beverages](#)
- [UNCP Tailgating Policy - POL 04.05.03](#)
- [UNCP Drug and Alcohol Policy - POL 04.25.01](#)

**Additional References:**

- Appendix A – Alcohol Event Process
- Appendix B – Request for Approval to Serve Alcoholic Beverages

**Contact Information:** Vice Chancellor for Advancement - Phone: 910.521.6252

**1. PURPOSE**

1.1 The University of North Carolina at Pembroke’s intent is to regulate the serving, possession, consumption, and sale of alcoholic beverages in compliance with applicable North Carolina General Statutes and local ordinances. Except as otherwise permitted by this or other applicable University policy, the serving, possession, consumption, or sale of alcoholic beverages on University owned or leased property, including vehicular areas, sidewalks and public right-of-ways, is prohibited. It establishes the procedure to be followed for requesting permission to serve, possess, consume, or sell alcohol in UNC Pembroke facilities, and the circumstances under which approval may or may not be granted.

1.2 The Chancellor has the authority to grant exceptions to this policy.

**2. DEFINITIONS**

2.1 When used in this policy, the following definitions shall apply:

2.1.1 Alcoholic beverage means any beverage containing at least one-half of one percent (0.5%) alcohol by volume as defined in [N.C.G.S. § 18B-101](#).

2.1.2 Fortified Wine shall mean any wine, of more than sixteen percent (16%) and no more than twenty-four percent (24%) alcohol by volume, made by fermentation from grapes, fruits, berries, rice or honey, or by the addition of pure cane, beet, or dextrose sugar; or by the addition of pure brandy from the same type of grape, fruit, berry, rice, or honey that is contained in the base wine and produced in accordance with the policies of the United States as defined in [N.C.G.S. § 18B-101](#). Examples of fortified wine (meaning liquor has been added to it) – port, sherry, marsala and vermouth.

2.1.3 Unfortified Wine shall mean any wine of sixteen percent (16%) or less alcohol by volume made by fermentation from grapes, fruits, berries, rice or honey, or by the addition of pure cane, beet, or dextrose sugar; or by the addition of pure brandy from the same type of grape, fruit, berry, rice, or honey that is contained in the base wine and produced in accordance with the policies of the United States as defined in [N.C.G.S. § 18B-101](#). Examples of unfortified wine – cabernet sauvignon, chardonnay, moscato, zinfandel.

2.1.4 Spirituous Liquor shall mean distilled spirits or ethyl alcohol, including spirits of wine, whiskey, rum, brandy, gin and all other distilled spirits and mixtures of cordials, liqueur, and premixed cocktails, in closed containers for beverage use regardless of their dilution as defined in [N.C.G.S. § 18B-101](#).

2.1.5 Chancellor includes his or her designee.

2.1.6 University Event shall mean an event sponsored or co-sponsored by the University. An event is considered sponsored or co-sponsored by the University if a budgeted office, department, or division of the University is responsible for organizing the event, inviting the attendees, or paying expenses related to the event, regardless of whether an outside entity pays for the food and beverage.

2.1.7 University Event Liaison, as designated by the Office of Advancement, assists the Event Sponsor and/or Event Host regarding matters involving alcoholic beverages, to include purchasing alcoholic beverages and obtaining the necessary North Carolina Alcoholic Beverage Control (ABC) Commission permits as appropriate for the University Event.

2.1.8 Event Host, as designated by the Event Sponsor, assumes responsibility on behalf of the Event Sponsor for direct supervision of the serving and consumption of alcoholic beverages throughout the University Event. The Event Host is also responsible for executing and submitting to the Office of Advancement a *Request for Approval to Serve Alcoholic Beverages*, on behalf of the Event Sponsor, at least ten (10) business days prior to the University Event. The Event Host is responsible for contacting the University Event Liaison at least forty-five (45) days prior to the University Event to request and coordinate the purchasing of alcoholic beverages and obtaining the necessary ABC permit as appropriate.

2.1.9 Event Sponsor is the cabinet member of the budgeted office, department, or division that is hosting the University Event. The Event Sponsor signs the *Request for Approval to Serve Alcoholic Beverages* and agrees that the serving of alcoholic beverages at a University Event will be conducted in compliance with this policy, and state and local laws. The Event Sponsor is ultimately responsible for ensuring the Event Host complies with this policy, and state and local laws. The Event Sponsor is responsible for reimbursement of the purchase of alcoholic beverages and any necessary permits associated with the University Event as soon as practical after said purchase.

### **3. SCOPE**

3.1 University policies concerning the serving, possession, consumption and sale of alcoholic beverages do not contravene federal, state or municipal laws. This policy is applicable to all

property owned or leased by the University. University Events held off campus must follow the venue policy, however, approval by the Event Sponsor is still required.

#### **4. LIMITATIONS ON PURCHASE OF ALCOHOLIC BEVERAGES**

4.1 Purchase of Alcoholic Beverages. No state-appropriated, student fees or federal funds may be used to purchase or reimburse the purchase of alcoholic beverages. Discretionary funds may be used or the alcohol may be donated.

4.2 The University Event Liaison will be responsible for purchasing alcoholic beverages for all University Events. The University Event Liaison's name should be forwarded to the p-card administrator.

#### **5. LIMITATIONS ON SERVICE OF ALCOHOLIC BEVERAGES**

5.1 No alcoholic beverages may be served, displayed, sold or consumed on property owned or leased by the University except in accordance with this section or other applicable UNCP policy.

5.2 Except for University holidays, no alcoholic beverages may be served on property owned or leased by the University on a University business day until after 5:00 p.m.

5.3 Event Sponsors wishing to serve alcoholic beverages on property owned or leased by the University may be required to obtain appropriate ABC permits through the University Event Liaison.

5.3.1 Only the Office of the Chancellor or Office of Advancement can serve Spirituous Liquor and/or Fortified Wine at a University Event with appropriate ABC permit.

5.3.2 If the University Event is free to attend and only beer and wine is served, an alcohol permit is not required.

5.3.3 If the University Event is not free to attend, a Special One Time Permit is required in accordance with Section 10 of this policy.

5.3.4 The University Event Liaison must obtain the applicable ABC permit under Chapter 18B of the North Carolina General Statutes.

5.3.4.1 The University Event Liaison should apply for the alcohol permit here: <http://abc.nc.gov/Permit/ApplyLSO> at least one month prior to the University Event to ensure the permit is received in time. Otherwise, the University Event Liaison may be required to pick up the permit from the ABC Commission in Raleigh.

5.3.5 The Event Sponsor/Host must submit a *Request for Approval to Serve Alcoholic Beverages* form, signed by the Event Sponsor, and a copy of applicable ABC permits to the Office of Advancement and, if applicable, to University contracted dining services Catering Manager at least ten (10) business days prior to the University Event.

5.4 Permission to Serve Alcoholic Beverages.

5.4.1 Any University budgeted office, department, or division wishing to hold a University Event at which alcohol will be served shall obtain permission and sponsorship from the cabinet member for the budgeted office, department, or division.

5.4.2 Permission is required from the University official with responsibility for oversight of the facility or space in which the University Event is desired to be held.

5.5 Where permission and sponsorship for holding a University Event at which alcoholic beverages will be served has been obtained, the event shall meet the following requirements:

5.5.1 Event Sponsor must emphasize the nature of the University Event without advertising alcohol as a primary attraction.

5.5.2 An Event Host shall be designated to ensure compliance with this policy, other applicable University policies, and local and state laws.

5.5.3 Alternative, nonalcoholic beverages and food must be available at the University Event.

5.5.4 As per University contract, University contracted dining services has the exclusive privilege of first right of refusal to perform food services, including bartending, on property owned or leased by the University.

5.5.5 No self-service of alcohol is permitted. A professional caterer or bartender with liability insurance naming the University as “additional insured,” if applicable, and trained in the service of alcohol must serve all alcohol. Event Sponsor/Host must submit a copy of the Certificate of Insurance to the Office of Advancement at least ten (10) business days prior to the University Event.

5.5.6 Bartending service can be arranged through University contracted dining services. If an external bartending service is used, follow the Purchasing Office guidelines to submit a purchase order. Bartending services cannot obtain required ABC permits for the University Events.

5.5.7 External Bartending services are responsible for cleanup of the bar area after the University Event. Event Sponsor will be responsible for any additional cleanup fee.

5.5.8 The sponsoring division shall be responsible for setting a beginning and ending time for alcohol to be served. Alcohol service should end at least one hour prior to the University Event end time.

5.5.9 Intoxicated persons shall not be served or permitted to consume alcoholic beverages. Bartenders shall not serve alcohol to those exhibiting unusual behavior or impaired speech or motor coordination when such behavior appears to be the result of substance abuse.

5.6 Additional Precautions to Avoid Service of Alcoholic Beverages to Minors.

5.6.1 It is a violation of North Carolina law to serve alcohol to anyone under 21 years of age. University departments planning University Events that are likely to be attended by guests

under 21 are strongly discouraged from serving alcoholic beverages at the event. Event Sponsors planning to serve alcohol at a University Event that will be attended by guests under the age of 21 must submit, as part of the approval process, an explanation of the method by which it will determine which guests are at least 21 and how they will ensure that underage guests are not served or given alcohol.

5.6.2 In addition to the above requirements, if guests under age 21 will be attending the University Event, the Event Sponsor and/or Event Host must put into place procedures to check identification. Additional measures are encouraged to ensure that underage persons will not be served alcohol. Such measures might include:

5.6.2.a. signage stating “Over 21 Only” or “No Students” and an instruction to the bartender to require proof of age whenever there is any doubt that an individual is 21.

5.6.2.b. color-coded wrist bands, name tags or place cards for guests and instructions to the bartender and/or wait staff as to the significance of the color-coding.

5.6.2.c. instructions to bartenders, waiters and University representatives supervising the University Event to be alert to the possibility that guests over 21 may attempt to obtain alcohol for underage guests.

## **6. FURTHER LIMITATIONS**

6.1 The Chancellor may promulgate guidelines further limiting the service, possession, consumption or sale of alcoholic beverages on University owned or leased property.

6.2 The University reserves the right to require additional precautions as needed.

## **7. APPROVAL AND GUIDELINES FOR UNIVERSITY EVENTS**

7.1 The request by Event Sponsor for alcoholic beverages at a University Event shall be subject to the approval of the Chancellor or designee. “Designee” indicates the Chief of Staff or General Counsel.

7.1.1 A request to purchase alcoholic beverages & obtain ABC permits must be submitted to the University Event Liaison at least forty-five (45) days prior to the event.

7.1.2 The *Request for Approval to Serve Alcoholic Beverages* and the Alcohol Beverage Permit must be filed with the Office of Advancement, ten (10) business days prior to the University Event.

7.1.3 The Event Sponsor must acknowledge that all guidelines stated in the Alcohol Use at University Events policy are understood.

## **8. COMPLIANCE**

8.1 Individuals and/or sponsoring organizations who fail to comply with this policy and the guidelines for alcohol consumption on campus may be subject to disciplinary action. For employees, such disciplinary action would follow the pertinent misconduct procedures.

8.2 Event Sponsors acknowledge that violation of this policy may justify revocation of privileges to seek future permission to hold activities where alcoholic beverages can be consumed.

8.3 Event Sponsor hosting the University Event shall make arrangements with the respective facility manager and comply fully with the facility's procedures for reserving the location.

8.3 It is the responsibility of the Event Sponsor to ensure that state and local laws, and this policy are not violated, and to recognize the existence of potential liability if violations occur.

8.4 The University shall hold any person who violates the law or any University policy while intoxicated fully responsible for his or her action and the consequences thereof.

## **9. SECURITY FOR EVENTS WITH ALCOHOLIC BEVERAGES**

9.1. The Director of Police and Public Safety shall be notified in writing at least ten (10) business days prior to a University Event in which alcoholic beverages will be served.

9.2 The University reserves the right to require additional security precautions as needed.

## **10. SALE OF ALCOHOLIC BEVERAGES**

10.1 The sale of alcoholic beverages at any University Event.

10.1.2 Ticketed Fundraising Events – Except as stated in Section 5.3.1 and as permitted under [N.C. Gen. Stat. 18B - 1002](#), the serving of beer and Unfortified Wine at a ticketed fundraising University Event is permitted provided that:

10.1.2.a. there is no separate charge for the alcoholic beverage that is served;

10.1.2.b. no state appropriated, student fees, or federal funds are used to purchase or reimburse the purchase of alcohol, and

10.1.2.c. the appropriate permit is obtained from the ABC Commission through the University Event Liaison.

10.2 Cash bars are strictly prohibited. There cannot be any exchange of money between bartenders and University Event attendees for alcohol.

10.3 Although State law forbids the issuance of a permit for the sale of alcoholic beverages to a business on the campus or property of a public school, college, or university, the statute provides an exception permitting the sale of malt beverages, unfortified wine, or fortified wine at performing arts centers located on property owned or leased by the public college or university.

The Givens Performing Arts Center and Moore Hall are the only facilities at the university which have been designated by the Chancellor as a performing arts center for the purposes of the law. In order to sell alcohol at Givens Performing Arts Center and Moore Hall at a University Event, a permit must be obtained.

## **11. STORAGE AND TRANSPORTATION OF ALCOHOLIC BEVERAGES**

11.1 The Event Sponsor is responsible for the logistics of storing and transporting of alcohol within the limits allowed by law as defined in [N.C.G.S. § 18B-400](#).

11.1.a. Alcohol must be secured at all times.

11.1.b. University contracted dining services is not responsible for transporting alcohol. If they transport, prior arrangements must be made and additional charges will be added.

11.1.c. Any open, unused alcohol contents must be disposed of properly (i.e., poured out).