

USC UPSTATE ALCOHOL BEVERAGE POLICY

Introduction

This policy governs the approval process, licensing requirements, and expectations for possession and consumption of beer and wine at events sponsored or hosted by any individual, department or organization of the University of South Carolina Upstate. This also includes persons or entities external to the University contracting with the Office of Special Events and Facilities Scheduling for alcoholic beverage services for events held on campus. This policy is based on a concern for the welfare of all persons using University grounds or facilities. Individuals are expected to comply with and abide by the regulations listed in this policy. Moreover, all activities conducted shall be in accordance with the spirit of the law.

Consumption or display of beverages containing alcohol is limited to specific areas on campus listed in this policy. Possession and consumption in non-approved areas of campus is prohibited. However, consumption or public display of beer or wine may be permitted for social activities in restricted areas of campus when approved. Approved areas include:

- Administrative Lobby and designated conference rooms
- HPAC (1st and 2nd floor lobby)
- Sansbury Campus Life Center (i.e. dining room, multi-purpose room, private dining area)
- George Dean Johnson Jr. College of Business and Economics
- Hodge Center
- All athletic competition sites on the USC Upstate campus
- Upstate Gallery on Main, 172 Main St. Spartanburg, SC 29302
- CASB Lobby and Room 117
- Burroughs Conference Room 117
- University Readiness Center building
- HEC – J.M. Smith Board Room
- UCG – Admissions Lobby Area
- Additional locations may be approved by the Director of Risk Management on a per event basis

Procedures

I. Alcoholic Beverage Approval Process

Requests for the serving of alcoholic beverages at events held on campus properties are initiated in the Office of Special Events and Facilities Scheduling. Applications are required and may be found on the University web site at uscupstate.edu/campus-services/special-events/. It is recommended applications be received thirty days in advance of the scheduled event.

At any event held on campus where alcoholic beverages are sold, a license must be obtained from the South Carolina Department of Revenue Alcohol Beverage Licensing (dor.sc.gov/tax/abl). This includes donations or admission fees charged to attend the event.

This license must be obtained prior to the event or alcoholic beverages will not be approved for or served at the function.

The University reserves the right to deny any requests for the possession, use or consumption of alcoholic beverages on campus. Guidelines for approval are found in this document and listed on the Alcoholic Beverage request form found at uscupstate.edu/campus-services/special-events/

Once an application has been submitted, reviewed and preliminary approval given by the Office of Special Events and Facilities Scheduling, the application is forwarded to the following persons for secondary and tertiary approval:

- Director of Risk Management
- Chief of Police
- Chancellor (distilled spirits)

USC Upstate Student Requests for Serving Alcoholic Beverages:

Student generated requests for serving alcoholic beverages at an event held on campus are received by the Office of Special Events and Facilities Scheduling and forwarded to the Director of Risk Management for review. The Director of Risk Management may either approve or deny the request or request more information from the applicant. The Office of Special Events and Facilities Scheduling, Director of Risk Management or Chief of Police may consult with the Associate Vice Chancellor for Student Affairs regarding student alcoholic beverage requests.

Applications must be received by the Office of Special Events and Facilities Scheduling 30 days in advance of the event.

At any event held on campus where alcoholic beverages are purchased, a license must be obtained from the South Carolina Department of Revenue Alcohol Beverage Licensing (dor.sc.gov/tax/abl). This includes donations or admission fees charged to attend the event. This license must be obtained prior to the event or alcoholic beverages will not be approved for or served at the function. The Department of Revenue Alcohol Beverage License which is then forwarded to the Chief of Police for approval. A copy of the approved license signed by the Chief of Police will be forwarded to the Director of Risk Management.

Applications should be received by the Office of Special Events and Facilities Scheduling 30 days in advance of the event.

USC Upstate Faculty, Staff and Outside Party Requests for Serving Alcoholic Beverages:

Faculty, staff and outside party requests for serving alcoholic beverages at an event held on campus are received by the Office of Special Events and Facilities Scheduling and forwarded to the Director of Risk Management for review. The Director of Risk Management may either approve or deny the request or request more information from the applicant. Applications should be received by the Office of Special Events and Facilities Scheduling 30 days in advance of the event.

Once approvals have been obtained from the Office of Special Events and Facilities Scheduling and Director of Risk Management, the applicant will deliver the Department of Revenue Alcohol Beverage License to the USC Upstate Chief of Police for final approval and signature. A copy of the approved license application will be sent to the Director of Risk Management.

Faculty, Staff, Student or Outside Party Requests for Serving Distilled Spirits

Consumption of distilled spirits (vodka, gin, bourbon, etc.) may be permitted, however all requests must have prior approval from the Chancellor.

II. Law Enforcement Staffing

In consultation with the Director of Risk Management, and/or Associate Vice Chancellor for Student Affairs, the Chief of Police or his/her designee will determine whether University Police Officer(s) should be assigned to the event, and if so, how many. The cost for assigning a police officer to the event is born by the sponsoring host, hostess or organization. The matrix for considering and determining police presence includes:

- Anticipated event attendance
- Type of event
- Location and time of day
- History of the event (if applicable)
- Weather
- Information received prior to the event indicating a police presence may be needed

III. Responsibilities of the Sponsoring Host, Hostess or Organization

The University of South Carolina Upstate has established a policy and procedure to allow for the low risk use of beer or wine at approved events and programs. A designated individual representing an event or organization must be identified who will be responsible for the implementation of the requirements as found in the Alcohol Request policies as outlined in www.uscupstate.edu/campus-services/special-events .

- A. Organizations sponsoring events off campus where alcoholic beverages are served may not use the University's name as a sponsoring entity. These events are not sanctioned by the University. However, off campus events sanctioned by the University may use the University's name as a sponsoring entity.
- B. A request for serving alcohol beverages, (i. e. beer, wine, distilled spirits) must list the name of the sponsoring individual(s) or organization(s) and phone number, location of the event where consumption will take place, approximate number of participants, hours of the event, hours alcoholic beverages will be served, and the sponsor's signature. Only members and invited guests may attend.
- C. At an event where alcoholic beverages are served, arrangements must be made by the designated responsible person or their designee from the sponsoring organization to limit the availability of alcoholic beverages to the period of time listed. The designated person or their designee will be in charge of checking I.D.'s or tagging those of legal drinking age where students or underage individuals will be present.
- D. Serving of alcoholic beverages must cease one hour prior to the end of the function unless the event where alcoholic beverages is served is less than 3 hours in duration. All events where alcoholic beverages are served must end no later than 1:00 a.m. Exceptions may be made by the Director of Risk Management. Non-alcoholic beverages and food must be present at the function. A designated person identified from the sponsoring organization must be responsible for monitoring the fulfillment of these requirements.
- E. All persons or groups wishing to serve alcoholic beverages will receive and sign a copy of the USC Upstate Alcohol Policy regarding their responsibility as it relates to sponsorship of an activity where alcoholic beverages are served.
- F. All individuals wishing to consume alcoholic beverages at a University sponsored event must be prepared to show identification such as a valid driver's license or state issued identification card.
- G. University events that charge an admission fee and serve alcoholic beverages are required to apply for a temporary permit to serve alcoholic beverages (refer to Section I of this document). However, the sale of beer, wine, or distilled spirits furnished by outside parties, individuals or student organizations is prohibited. Additionally, indirect charges (such as previous ticket sales, donations at the door, etc.) used in any way to purchase alcoholic beverages is prohibited unless a permit is secured.
- H. Any containers of beer, wine, or distilled spirits being transported to campus must be sealed and covered while on University premises.

- I. Common containers of beer or wine (kegs, party balls, etc.) are not permitted at any event held on campus with the following exception:
 - A state licensed distributor may supply the Department of Athletics beer kegs for Beer Garden and Athletic contests. However, beverages must be served from individual containers.

IV. Additional Basis for Approval:

- A. No University funds can be used to purchase alcoholic beverages.
- B. Beer and wine may be allowed only in quantities specified on the registration form.
- C. Only those of legal age according to the laws of South Carolina are permitted to consume alcoholic beverages.
- D. Consumption of alcoholic beverages must be secondary to the major purpose of the activity or event (e.g. awards dinner, symposium, reception, dance, etc.).
- E. Announcements for the event should not advertise beer, wine or distilled spirits as the primary message. If a non-University source is utilized to provide advertisements for an event, the content of the advertisement or promotion must clearly promote the individual's name or organization's name and function as its central message. This includes all flyers, posters, banners, newspaper ads, etc. and must first be approved by the Office of Student Affairs.
- F. Sodexo Food Services is the designated contracted provider to serve alcoholic beverages; if Sodexo personnel are not available to serve, a qualified vendor must be secured and approved by Special Events and Facilities Scheduling and the Director of Risk Management. The Sodexo or other contracted service provider pouring and/or providing alcoholic beverages is responsible for verifying the age of the person ordering alcoholic beverages. A representative from Sodexo or other contracted service provider will be present at events where alcoholic beverages are served.
- G. The qualified vendor must have the required license with the South Carolina Department of Revenue Alcohol Control Board and name USC Upstate as an additional insured with a \$1,000,000 bond.
- H. The Sodexo Food Services Catering Manager must be notified of the licensed pouring vendor with the requisite, approved paperwork submitted four weeks in advance of the scheduled event.

V. Penalties for Violation of the USC Upstate Alcohol Policy

Registered and sponsoring organizations or individuals including faculty, staff, students, outside parties, groups, officers or individuals securing an Alcoholic Beverage permit will be held responsible for strict adherence to all regulations and guidelines included in this policy. Failure to comply with the regulations outlined herein may result in disciplinary or criminal action and forfeit an individual's or group's future requests to sponsor events where alcoholic beverages are proposed to be served.

- A. Public display or consumption of a beverage containing alcohol in any area of campus without prior approval from the Chancellor, Director of Risk Management or Chief of Police will result in confiscation of the beverages and potential criminal action for all involved individuals. Disciplinary action for students may include, but is not limited to (1) probation, (2) referral to a counselor for assessment, (3) community service, (4) fine, and (5) online alcohol education classes.
- B. Any individual who arrives at a University function in an intoxicated condition will not be allowed to enter or participate in the activity.

An intoxicated person may be reported to University Police for criminal enforcement. An intoxicated student may be reported to the Office of the Dean of Students for disciplinary action (see III-A) or University Police for criminal action.

- C. Consumption of an alcoholic beverage by anyone under the legal age will result in disciplinary action against the individual (See III-A), or referral to University Police for criminal action. This also includes potential disciplinary action against the person or organization sponsoring the event.

Any individual who alters their identification card to falsify their age is in violation of University regulations as found in the Code of Student Conduct and are subject to disciplinary proceedings and sanctions. Individuals who alter government agency documents such as a driver's license or identification card are in violation of South Carolina state law and may be subject to criminal prosecution.

- D. The University reserves the right to close a function based on a breach of the existing policy.

**USC UPSTATE
SUPPLEMENTAL GUIDELINES FOR INDIVIDUAL
OR GROUP ACTIVITIES WHERE
BEER, WINE OR DISTILLED SPIRITS ARE SERVED,
CONSUMED OR PRESENT**

All students attending an activity where beer or wine is served, consumed, or present must maintain on their person two different means of picture identification as appropriate proof of age.

Individuals, organizations and/or guests may be individually or collectively held responsible for violations of the University's Alcohol Policy and Guidelines or other University regulations published in the Code of Student Conduct, or policy and procedure manuals. Sponsoring organizations, as hosts of social events are responsible as a group and individuals for the behavior and actions of their guests. Social hosts (organizations, individuals and guests) are also responsible for ensuring the proper social atmosphere is maintained to ensure misbehavior is not a direct or indirect result of an uncontrolled environment.

In order to ensure full compliance with these guidelines at group events, hosts are encouraged to have participants wear, in a clearly visible place, a student age stamped I.D. card, a wrist-tie bracelet, or some other appropriate non-transferable proof of age.

Student organizations must designate a student officer and advisor who will supervise each organization sponsored event. The sponsoring organization, its officer, members, and guests assume all responsibility for complying with local, state, and federal laws, and University of South Carolina Upstate policies and regulations governing the use of beer and/or wine. In order to comply with specific University facilities guidelines, certain sponsored student activity events may require the presence of University Police Officers.

USC Upstate students may invite one (1) non-University of South Carolina Upstate student as their guest to a group activity where beer or wine is present. Students are limited to one guest per event.