

Alcohol Guidelines for Faculty and Staff

The purpose of these guidelines is to advise all Northeastern University faculty and staff on the university's expectations and best practices regarding the consumption of alcohol. These guidelines apply to the distribution, sale and consumption of alcohol on university owned or leased property, and off university property where any part of the cost of the event¹ is paid using university funds, and/or the event is held on behalf of a college, school, department, or unit. The consumption of alcohol by student residents in residence halls is governed by the Student Handbook and applicable policies and procedures of the Department of Housing and Residential Life (<http://www.northeastern.edu/housing/policies-and-publications/>).

Consumption of Alcohol on University Property:

- The consumption of alcohol must in all circumstances be reasonable and responsible.
- Whenever alcohol is being served, there should be sufficient quantities of non-alcoholic beverages and substantial food offerings available at all times.
- Departments and units should obtain authorization from the department/unit head. Individuals should obtain prior authorization from their next level supervisor
- The consumption of alcohol must be conducted in accordance with all federal and state laws, local ordinances and University policies, including but not limited to the Policy on Drug-Free Workplace. The legal drinking age in the U.S. is 21 years of age.
- The purchase and consumption of alcohol must comply with funding requirements. It is the responsibility of the next level supervisor to review charges for reasonableness prior to granting approval of the request.
- Procurement cards may not be used to purchase alcohol.

On-Campus Guidelines for Events with Alcohol

In addition to the preceding, the following guidelines apply to all on-campus events at which alcohol will be served:

- Alcohol may only be served on campus in locations that are deemed by NUPD and/or Office of Risk Services to have controllable access.
- Alcoholic beverages may not be brought into or removed from any event.
- The university may, at its discretion, require that a paid public safety detail be hired by the department at the department's expense to control access in and out of an event at which alcohol is served. (Alcohol Serving Policies and Procedures).
- The Office of Risk Services should be notified of the event in advance by the host department or unit. (http://www.northeastern.edu/risk_services/).
- Chartwells TIPS-certified bartenders may serve alcohol on campus (or equivalent university approved vendor).

Off-Campus Guidelines for Events with Alcohol

In addition to the preceding, the following guidelines apply to all off-campus events at which alcohol will be served:

- When hosting an event at a hotel, restaurant, or other third-party vendor, check with the Office of the General Counsel and the Office of Risk Services to see if a contract is needed. Depending on the size of the event, the vendor may be required to sign a university contract, and provide evidence of adequate liquor liability coverage. This contract must be reviewed and approved by the Office of General Counsel prior to contracting for services. (Office of the General Counsel Contracts and Transactions).
- In addition, hiring an insured and licensed caterer and TIPS certified bartender for any event is recommended.
- Faculty and staff who host events at their private residences are subject to host liability laws and are reminded that it is illegal to serve any alcoholic beverages to persons under 21 years of age.