**Alcohol Policy for College Facilities**

**Elizabethtown College**

**College-Sponsored Events**

Elizabethtown College does not permit the service of alcoholic beverages in any college facilities except the President’s House, Alumni House, Writer’s House, and the Susquehanna/Swatara Rooms in Myer Hall. In those four facilities only, the Executive Committee of the Board of Trustees has authorized such service under carefully regulated conditions administered under the direction of the President. The President is accountable for ensuring that alcohol use in these facilities is appropriate, moderate and respectful of all who do not choose to drink. To ensure that those expectations are fulfilled, the following guidelines have been established to govern the practice of serving alcohol at college-sponsored events.

1. All events must be scheduled by or have the written approval of the President, which will be based on a description of the purpose, character and particulars of the event submitted at least two weeks prior to the event. Each event must also be booked with the catering department in Dining Services according to their scheduling timetables.
2. Events may be scheduled at the end of the working day, the evening, or on weekends. Events involving alcohol will not ordinarily be scheduled at lunchtime or during the regular working day.
3. Alcoholic beverages permitted to be served are as follows:

* President’s House – Beer, wine, champagne and spirits.
* Alumni House and Writer’s House – Beer, wine and champagne; spirits only with express permission.
* Susquehanna/Swatara – Beer, wine and champagne only; spirits not permitted.

1. All events must offer alternative, non-alcoholic beverages for those who choose not to use alcohol and must also serve food in quantities sufficient to ensure that alcohol use is not the primary focus or function of the event.
2. All food and beverages will be provided by Dining Services. Event sponsors may not provide their own or outside food and beverages, except in rare circumstances authorized by the President and dining services. No cash bars will be allowed, and event sponsors may not charge participants for alcoholic beverages, including charging an admission price to an event if that admission price includes in any way covering the cost of alcoholic beverages.

1. Alcohol may be served for no more than two hours, except with special authorization of the President in unusual circumstances. Only college employees who are TIPS-trained or R.A.M.P.S.-trained and certified for the service of alcohol are permitted to serve alcoholic beverages.
2. No one under legal drinking age is permitted to be served or to consume alcoholic beverages. Proper identification will be required. All events shall be designed for participants of legal drinking age, and no underage persons shall be invited or allowed to participate, except for those special occasions when it is appropriate to host a small number of students to meet important guests of the college. These circumstances must be reviewed by the President in advance as part of the approval process.
3. No student organizations are permitted to sponsor events at which alcohol is served, and alcohol may not be served at events primarily for students, except in rare circumstances, expressly authorized by the President, when all student participants are of legal drinking age (e.g., president’s graduation picnic for seniors; OT congratulatory function for master’s students).
4. Alcohol may only be consumed on the premises and may not be taken off-premises or conveyed to others off-premises. The premises are defined strictly as follows; adjacent locations (e.g. front yards or the small back terrace off Susquehanna) are considered off-premises.

* President’s House – Inside the house, side yard and back yard.
* Alumni House – Inside the house, terrace and back yard, and back parking lot.
* Writer’s House – Inside the house only.
* Susquehanna/Swatara – Inside the building only.

1. Anyone who is visibly intoxicated or who is behaving improperly will not be served alcoholic beverages and must leave the premises upon request of the staff. It is the responsibility of the event sponsor to ensure that any participants required to leave for these reasons are safely escorted or transported to their destination. The event sponsor is liable for any damages related to alcohol consumption by participants.
2. Dining services is fully authorized to enforce these rules by all reasonable means, including the use of campus security and local law enforcement officials if necessary. Any group, organization or participant that violates the rules will not be permitted to organize or participate in any function involving alcohol for at least one year thereafter and may be subject to college disciplinary action.

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