

## **Policy: The Sale and Use of Alcoholic Liquors on the UIC Campus**

The possession, consumption, delivery, and sale of alcoholic liquors on University property is regulated by state statutes, Board of Trustees' Guidelines, and campus policy. Sale and delivery of alcoholic liquors is in accordance with the Illinois Revised Statutes and Policy and Guidelines approved by the Board of Trustees on October 15, 1987. Alcoholic liquors may be delivered to and sold at the campus unions, faculty center, or other licensed UIC facilities in which conference and convention activities take place provided that with respect to a facility for conference and conventions activities, alcoholic liquors shall be limited to the use of participants in conventions, conferences, or in cultural or educational activities and provided further that the faculty or staff of the UIC or University members of the sponsoring organization are active participants.

### **Procedure:**

The Implementing Guidelines established by the Chancellor and the procedures to be followed in making the appropriate arrangements for the sale and service of alcoholic liquors are contained herein. The Chancellor, or his/her designee, the Associate Vice Chancellor for Student Affairs, may authorize the possession and personal consumption of alcoholic liquors at certain functions. The circumstances under which such approval might be obtained are outlined herein.

#### **A. Board of Trustees Guidelines**

The guidelines established by the Board of Trustees for sale and delivery of alcoholic liquors are as follows:

1. The sale or serving of alcoholic liquors would be limited to convention and conference participants and participants in a cultural or educational activities provided that the faculty or staff of the University or University members of the sponsoring organization are active participants in the conference or convention.
2. The facility director is responsible for providing liquor service in accordance with state law and University policies.
3. The sale or serving of alcoholic liquors would be handled exclusively by bar tenders hired by the established campus food and beverage service operating units.
4. The specific approval of the Chancellor would be required on an event by-event basis to sell or serve alcoholic liquors.
5. The space within a building authorized for the sale or serving of alcoholic liquors would be conducive to control and privacy.

6. Individual convention and conference participants and participants in cultural or educational activities would not be permitted to provide their own alcoholic liquors.

#### B. Chancellor's Implementing Guidelines

1. The following policies apply whenever a sale or commercial delivery of alcoholic liquors takes place on campus. Any manner of paying for the alcoholic liquors by participants of an event constitutes a sale. A sale takes place whenever the cost burden for the alcoholic liquor rests with the participants. Examples of indirect payments include payment for a meal, the cost of which includes alcoholic liquor and the payment of an admission fee or an event fee, part or all of which covers the cost of the alcoholic liquor.

a. The sale, delivery, or serving of alcoholic liquors in campus facilities is limited to convention and conference participants in approved cultural or educational activities provided that faculty or staff of the University or University members of the sponsoring organization are active participants in the conference or convention.

b. Approved events referred to in B.1.a., above, must be specific functions, meetings, and/or activities which have a stated professional, educational, or public service purpose.

c. Alcoholic liquors may be sold in or delivered to licensed facilities only, which shall be limited to: Student Center East, Student Center West, Faculty Alumni Center in the College of Medicine, Alumni Hall, Pavilion, Physical Education Building, Student Residence Hall, and University Hall, Faculty-Alumni Center, Hull House, Engineering and Research Facility, Molecular Biology Research Building, CUPPA Hall, Art and Architecture Building, Student Services Building, Behavioral Sciences Building and the College of Pharmacy.

d. The facility director is responsible for ensuring that the sale or serving of alcoholic liquors and the demeanor of the participants and their invited guests are in accordance with state law and University policies. No alcoholic liquors shall be sold or served to individuals under 21 years of age. Alcoholic liquors must be sold, served, and consumed in a physical setting that is conducive to control and reasonable privacy. Participants may not remove alcoholic liquors from this setting.

e. The Chancellor, or his/her designee, the Associate Vice Chancellor for Student Affairs, are responsible for obtaining and reviewing the liquor licenses and the dram shop insurance coverage, submitting related reports, and for obtaining the necessary funds to pay the insurance premiums and liquor license fees.

f. The campus food and beverage service operating units designated by the respective facility directors as the agent allowed shall have exclusive authority to sell alcoholic liquors on the campus of the University of Illinois at Chicago. Participants may not provide their own alcoholic liquors.

g. The Associate Vice Chancellor for Student Affairs is designated as the Chancellor's representative for matters relating to the sale of alcoholic liquors to conference, convention, cultural, and educational participants and is to approve each request. There will be no standing approvals.

h. Requests for the sale, delivery, or serving of alcoholic liquors must comply with all other requirements set forth in Regulations Covering the Use of University Facilities at the University of Illinois at Chicago (See XI-6 of the Campus Administrative Manual).

i. Sponsors or representatives of functions meeting the requirements specified in the above guidelines should make all arrangements with the management of the approved licensed facilities (those specified in 1.c.) for the liquor service desired. The management of these facilities will seek the necessary approval from the Chancellor, or his/her designee, the Associate Vice Chancellor for Student Affairs. Arrangements may be finalized only after this approval has been obtained. (Request for alcoholic beverage forms attached). Approval by the Chancellor, or his/her designee, the Associate Vice Chancellor for Student Affairs, will then be provided within two working days from the receipt of the request.

2. The Chancellor has established the following implementing guidelines for the possession and consumption of alcoholic liquors. The following guidelines apply to the possession and consumption of alcoholic liquors when a sale of such beverages is not involved; that is, when the cost burden for such beverages is not borne directly or indirectly by the participants.

- a. Alcoholic liquors shall not, unless otherwise provided for herein, be possessed or consumed on University premises, either in buildings or out-of-doors.
- b. The possession and consumption of alcoholic liquors in residence halls are governed by regulations in the Campus Housing Handbook.
- c. The person in charge of a unit is responsible for the administration of this policy within that unit and shall take reasonable measures to enforce the same.
- d. The Chancellor, or his/her designee, the Associate Vice Chancellor for Student Affairs, may approve the personal consumption of alcoholic liquors at social/educational functions held on campus. Arrangements may be finalized only after approval has been obtained. Approval of the Chancellor, or his/her designee, the Associate Vice Chancellor for Student Affairs, will then be provided within two working days from the receipt of the request.

To be considered an approved event, the function involved must:

- i. be hosted and/or controlled by a University (campus) unit;
- ii. provide alternative non-alcoholic beverages and some food in sufficient quantities to serve the expected number of attendees;
- iii. be conducted in a physical setting that is conducive to control and reasonable privacy;
- iv. be of a social or educational nature, such as a reception, dedication, or recognition program, rather than a recreational or entertainment nature;
- v. must not have either a direct or indirect charge to participants for the alcoholic liquors; and

vi. must be limited to beer, wine, and alcoholic punch for events attended by students.

e. Alcoholic liquors possessed in violations of this policy may be confiscated and those responsible for the violation may be subject to administrative and /or civil action. No alcoholic liquor shall be served to individuals under 21 years of age.

### C. General Restrictions

Exceptions to these guidelines may be made by the Chancellor, or his/her designee, the Associate Vice Chancellor for Student Affairs, provided such exceptions are consistent with the principles established by the Board of Trustees in its actions.

The University reserves the right to withhold the sale and service of alcoholic liquors to any organization, group, or individual at any time and for any reason deemed appropriate by the University. The decision is discretionary and lies wholly with the University which will base such judgments on what the University believes to be in its best interest.

The Office of the Vice Chancellor for Student Affairs, the management of the facility, the function sponsor, and the University Police share within their own areas of jurisdiction responsibility for the enforcement of this policy.

Any exceptions to this policy must be approved in advance by the Chancellor or his/her designee.

### D. Funding of Alcoholic Beverage Purchases

University policies governing the use of University funds for the purchase of alcoholic beverages are as follow:

- Business and Financial Policies, Guidelines and Procedures: "Reimbursement for Entertainment of Visitors and Guests"
- Business and Financial Policies, Guidelines and Procedures: "Reimbursement for Staff Meeting"
- Purchase of alcoholic beverages to be resold may be paid from the account to which sales proceeds will be credited.
- Purchase of alcoholic beverages for other than resale at functions covered in Section B2 (page 3 of

campus regulations for possession and consumption, not sale, of alcoholic liquors) of this policy may be made only with the Department of Unrestricted Gifts Funds or upon prior approval by the Chancellor or his/her designee with institutional funds.

Questions concerning this policy should be directed to Campus Auxiliary Services, 312-413-5902, or on campus 3-5902.

**REFERENCES**

Business & Financial Policies, Guidelines and Procedures, Section 15  
Campus Administrative Manual Section XI-3