

**Graduate Student Services
Wesleyan University
Policy/Procedure for Alcohol at Graduate Student Association Events
November 15, 2018**

The GSA may use GSA funds toward the purchase of alcohol to be served at GSA-sponsored events.

The event must comply with the Wesleyan University Policy on Alcohol at Events (attached and <https://www.wesleyan.edu/eventsandconferences/images/Wesleyan%20University%20Events%20Alcohol%20Policy.pdf>.)

The event must comply with the following guidelines:

- A GSA officer must submit the Graduate Event form (below) to the Director of Graduate Student Services at least three business days in advance of an event at which alcohol will be served.
- The event must take place on university property, not including university graduate residences.
- The event must be open to the graduate community and their guests.
- The GSA must hire a licensed bartender to check IDs, serve alcohol, and monitor servings.
- The GSA will obtain a copy of the bartender's license.
- The bartender may not consume alcohol during the event.
- The alcohol must be limited to beer and wine.
- Organizers should plan to have an appropriate amount of alcohol based upon the number of attendees of legal drinking age. As a guideline, responsible consumption is one standard drink per hour; a standard drink is 12 fl. oz. of regular beer, 5 fl. oz. of table wine.
- Whenever alcohol is to be served, the hosts must provide ample food and non-alcoholic beverages.
- The GSA will designate an event host(s) (number of event hosts is dependent on the size of the event) who will not consume alcohol during the event.
- The GSA must submit an itemized receipt for the purchase of alcohol to the Office of Graduate Student Services in order to receive reimbursement.
- Hard alcohol is prohibited.
- BYOB is prohibited.

Event Form: The form below is required for graduate student events at which alcohol will be served. The completed form must be submitted to the Director of Graduate Student Services at least three business days before the event is to take place.

Event Details

Name/description of event: _____

Date: _____ **Time:** _____ **Location:** _____

Expected number of guests: _____ **Designated event host(s) Name/Cell:** _____

Wesleyan University Policy on Alcohol at Events
[Effective July 1, 2012]

Event hosts must take steps to ensure compliance with Connecticut State law and University policy, including ensuring that alcohol only be served to event attendees who are of legal drinking age.

1. Compliance with law: Event hosts are, at all times, required to comply with Connecticut law regarding the serving of alcohol (see Title 30 of the Connecticut General Statutes).
2. Among other requirements and as a general matter, Connecticut law (and University policy) require the event host to obtain a liquor permit through the Connecticut Liquor Control Commission any time¹:
 - a. The event where the liquor is to be served is not strictly a closed, private event; and/or
 - b. There is any charge or compensation of any type for the liquor
3. Events must use Bon Appetit or another licensed and fully insured caterer for alcohol service:
 - a. At any event that isn't strictly closed as described above;
 - b. At any event where there is a charge or compensation of any type for the liquor served;
 - c. Any liquor beyond beer and/or wine is to be served at the event; and/or
 - d. Any attendees of the event will or could be under legal drinking age
4. Other Considerations – Event hosts and organizers must also ensure compliance with all other applicable laws and policies, including without limitation specific University building policies, the University Open Container Policy and, for student hosts, the Social Event Registration Policy: http://www.wesleyan.edu/sald/event_planning/soc_event_policy.html. In addition, event hosts and organizers must adhere to the following guidelines:
 - a. BYOB events are not permitted
 - b. Event host(s) must be at least 21 years old.
 - c. Organizers should plan to have an appropriate amount of alcohol based upon the number of attendees of legal drinking age.
 - d. Kegs and half kegs are not permitted in facilities; outdoor picnics/receptions that meet all other policy criteria and are managed by Bon Appetit may have kegs/half keg if the amount is appropriate to the event. (Full Keg = ~156 12 oz drinks; Pony Keg = ~82 12 oz drinks).
 - e. Whenever alcohol is to be served, the hosts must provide ample food and non-alcoholic beverages.
 - f. Alcohol may not be served 30 minute prior to the event ending.
 - g. Door monitors, designated event hosts, bartenders, and event staff cannot consume alcohol during the event. All MUST be 21 years or older.

¹ CT law requires that caterers must be licensed to serve alcohol in any circumstance.