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| Policy Title: | Alcoholic Beverages |
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| Governing Body: | SOU | Policy Number: | FAD.076 |
| Policy Contact: | Director of Business Services | Date Revised: | January 2020 |
| Custodial Office: | Finance and Administration | Date Approved: | Policy approved on February 19, 2018; minor administrative update authorized on January 8, 2020 |
| Approved By: | President | Next Review: | |
| Related Policy: | N/A | | |

Revision History

| Revision Number: | Change: | Date: |
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| 1 | Conversion of policy to updated format | February 2018 |
| 2 | Campus designee updated | January 2020 |

A. Purpose:

Define the places, and times, where institutional funds may be used to purchase and serve alcoholic beverages at university functions (includes the cost of any alcohol-related expenses). Also clarify the use of alcohol by university employees while on duty.

B. Definitions:

- OLCC = Oregon Liquor Control Commission

C. Policy Statement:

Alcoholic Beverages

Use of university funds for purchasing alcoholic beverages (or any alcohol related fees or charges) is limited to:

- Alcoholic beverages served at group functions that are part of a university-sponsored conference or event where the full cost of such beverages is recovered through resale or charges to the participants or sponsoring group.
- Alcoholic beverages served at group functions as a result of alcohol being provided by, and purchased directly by, the SOU Foundation (excludes funds transferred from the SOU Foundation to a university gift account for purchasing directly by the university).
- Alcoholic beverages normally cannot be associated with for-credit courses, unless the

use of alcoholic beverages is fundamentally necessary for the success of the course curriculum (must still comply with all OLCC regulations). Examples:

- 1) gaining a better understanding of the wine industry through wine tasting as part of an appreciation of the differences when it comes to the development of wine within the industry;
- 2) use as a chemical component in research activities.

The university is responsible for ensuring compliance with all laws and OLCC regulations, including obtaining all required licenses for serving alcoholic beverages. Any external caterer must be approved by the university, as a university vendor for both insurance purposes and IRS reporting. The university is also responsible for adopting risk control rules and procedures when serving alcohol, or permitting alcohol to be served at university functions.

Monitoring of liquor license requirements is performed by the designee in the Business, Communication and the Environment Division. Only beer and wine products are allowed to be served on campus for any event or function. Distilled spirits are prohibited by the type of license the university holds and may not be served on campus at any time. All requests are to be handled in accordance with university procedures for notification and processing.

Policy on the use of alcohol by university employees.

- The only uses of alcoholic beverages that the university may provide or permit in university activities, or on university property, are those that are necessary to conduct or support official university business.
- Official university business does not permit alcohol consumption by officers, employees, or its agents, while on duty.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

D. Policy Consultation:

The 2018 version of the policy was coordinated with Business Affairs Council, Provost's Directors Council and Policy Council. The 2018 version of the policy was posted on February 7, 2018 for community comment.

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.