

## Alcohol at University Sponsored Events

A “University sponsored event” shall be any event at any location that is sponsored by a University of North Alabama college, office, department, officer, employee, or agent of the University on behalf of UNA. University sponsored events include but are not limited to:

- Alumni Events
- Celebrations
- Commencement
- Distinguished Visitors and Educational Seminars
- Formal Announcements and Anniversaries
- Fundraising Events
- Governmental and Public Programming Events
- Ground Breakings, Building Dedications, and Ribbon Cuttings
- Intercollegiate Athletic Competitions
- Performances.

Events organized by Registered Student Organizations (RSOs) are not considered University sponsored events under this alcohol use document. RSOs must adhere to the guidelines and procedures outlined by the Center for Student Engagement. For more details, refer to the RSO guidelines at [Center for Student Engagement's website](#).

Where possession, use, and distribution of alcohol are permitted, strict compliance with laws of the [State of Alabama](#) is required. Under no circumstances will any individual under the legal drinking age (minimum of 21 years of age) serve, consume, or possess alcohol on University properties or at University sponsored events; and no individual may serve or otherwise provide alcohol to people under the legal drinking age. Although alcohol may be served pursuant to the guidance contained herein, the sale of alcohol is prohibited as well as tipping for alcohol service.

The University entity sponsoring the event must follow the below-listed guidelines:

1. The sale of alcohol is prohibited.
2. A designated University officer(s), employee(s) or agent(s) must be appointed as the event sponsor and must be present for the entirety of the event.
3. Sponsors are required to provide one or more alternative non-alcoholic beverage(s) available in sufficient quantity throughout the event.
4. If alcohol is served at any event, food must also be available.
5. It is the responsibility of the server to check the photo ID of individuals before serving alcohol. If for any reason, proof of legal drinking age cannot be provided upon request, it is the responsibility of the server to deny the request.
6. When alcoholic beverages are served, direct access to the alcohol must be limited to the person(s) designated as the server(s). Servers must not consume alcohol during the event.
7. University Police and/or other approved certified Public Safety officers are required at events where alcohol is served.
8. The promotion of University events shall not include the advertisement of alcohol, nor sponsorship by alcohol marketers or vendors. This includes any marketing

materials, invitations, or promotional content. However, University departments that have sponsorship agreements with alcohol vendors (e.g., Athletics) may be permitted to acknowledge such sponsors in specific contexts. Any such exceptions must be reviewed and approved by the appropriate Executive Council member.

9. Each sponsoring college, office, department, officer, employee, or agent, assumes full responsibility for the activities and behavior of everyone in attendance at its events.
10. The University is not licensed to sell alcohol; therefore, no admission or event ticket may include alcohol as part of its price, either directly or indirectly. The use of "drink tickets" or any similar system where alcohol is provided in exchange for an additional fee is strictly prohibited.
11. University funds may not be used to purchase alcohol; however, the use of Foundation funds is permissible.
12. The serving of alcohol at University events is generally limited to beer and wine. Liquor and spirits are not permitted without prior approval. An exception to serve liquor may be granted in special circumstances, subject to the approval of the appropriate Executive Council member.

### **Requesting Approval**

To ensure appropriate risk management measures are in place, all University sponsored events where alcohol will be served or permitted to be consumed must receive prior approval.

*For Faculty Members:* Requests must be submitted to the chair, then the dean, with final approval by the Provost or designated Executive Council member.

*For Staff Members:* Requests may be submitted either through the immediate supervisor or to the Executive Council member, depending on the staff member's reporting structure.

All requests must be submitted via the Alcohol at University Sponsored Events Form at least 30 calendar days prior to the scheduled event date.

### **Exceptions to the 30-Day Requirement**

In exceptional circumstances, where time-sensitive events—such as those involving dignitaries or high-profile University guests—require expedited approval, exceptions to the 30-day notice requirement may be granted. These exceptions will be reviewed on a case-by-case basis and must be approved by the appropriate Executive Council member.

### **Exemption for Presidential and Advancement Events**

Events hosted by the President or the Vice President for Advancement are exempt from this guidance, including the approval process and submission requirements, due to the frequency and nature of their roles in hosting University functions.

### **Non-UNA Events**

**Alcohol is not permitted at non-UNA events.** However, in limited circumstances, an exception may be granted with the approval of the appropriate Executive Council member(s). The event must comply with all applicable guidelines, and additional conditions may be imposed at the discretion of the approving Executive Council member(s).

# University of North Alabama

## Alcohol at University Sponsored Events

Event: \_\_\_\_\_

Event Sponsor: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s): \_\_\_\_\_

Beginning Time(s): \_\_\_\_\_

Ending Time(s): \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will alcohol be served? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What funds will be used to purchase alcohol? \_\_\_\_\_

What other beverages and food items will be served? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***For Faculty Members:*** Requests must be submitted to the chair, then the dean, with final approval by the Provost or designated Executive Council member.

\_\_\_\_\_  
Faculty Member(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Provost or designated  
Executive Council Member

***For Staff Members:*** Requests may be submitted either through the immediate supervisor or to the Executive Council member, depending on the staff member's reporting structure.

\_\_\_\_\_  
Employee(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Executive Council Member