ALCOHOL AT UNIVERSITY EVENTS POLICY

I. Policy Statement

Portland State University (PSU) is committed to protecting the safety, health and well-being of its students, faculty and staff and to providing an environment that promotes academic, social, and personal development and learning. Although the responsible use of alcohol at certain University events may be appropriate, such use must be consistent with the University’s mission, values and responsibilities to all members of the University community.

II. Reason for Policy/Purpose

This policy has been adopted in order to protect the safety, health and well-being of the University’s students, faculty and staff, to provide an environment that promotes academic, social, and personal development and learning, and to comply with the Drug-Free Schools and Communities Act Amendments of 1989, 20 USC 1011i, and the Drug-Free Workplace Act of 1988, 41 U.S.C. 8101 et seq.

III. Applicability

This policy applies to all students, faculty, staff, applicants for employment or admission, volunteers, visitors and other members of the PSU community, including contractors and vendors.

IV. Definitions

Alcohol: Any beverage classified as an “Alcoholic Beverage” by Oregon law, Oregon Revised Statutes Chapter 471.

Approved Server: A business entity appropriately licensed by the Oregon Liquor Control Commission (“OLCC”) to provide alcohol at events, operating in accordance with all applicable state, county and city laws and ordinances, and approved by the University to do so.

Special Event: A University Event at which the service of alcohol requires specific approval by the OLCC because alcohol will be available to the public, more the 500 persons are expected at the event, or for any other reason required by the OLCC.
**Substantial Food Item:** As per OLCC definition, food items prepared or cooked that are typically served as a main course or entrée. Some examples are: fish, steak, chicken, pasta, pizza, sandwiches, dinner salads, sausages, and soups. Side dishes, appetizers, desserts, and snack items such as popcorn, peanuts, chips, and crackers do not qualify as substantial food items.

**University Event:** Any University-sponsored or –sanctioned event, including community-sponsored events, held on University-owned or -controlled property for which a liquor license is required.

**VP-FADM:** The Vice President of Finance and Administration or his or her designee.

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**V. Policy / Procedures**

1.0 **Approval Process for Serving Alcohol.** Any party seeking to have alcohol served at a University Event must first obtain the approval of the VP-FADM.

   1.1 The VP-FADM may issue guidelines regarding the method for seeking approval and shall provide a form to be used for such requests. (See VI, Links to Related Forms.)

   1.2 All requests for approval must be submitted to the Office of the VP-FADM no less than ten (10) days prior to the event. Individual departments may require additional approvals or impose additional restrictions on the serving of alcohol. If a department requires additional approvals, such approvals shall be obtained prior to submitting a request to the VP-FADM.

   1.3 A copy of the approved request form must be posted or otherwise available at the University Event at which alcohol is served.

2.0 **Serving of Alcohol.**

   2.1 **Compliance with Law and Policies.** The serving of alcohol at a University Event must conform to applicable state, county and city laws and regulations, directives and policies. This requirement includes all regulations and directives of the OLCC. Only the Approved Server may serve alcohol at University Events.

   2.2 **Event Promotion.** University Events may not be promoted in terms suggesting that a primary focus of the event is to consume alcohol (e.g., "kegger," "all you can drink," "happy hour," "free drinks," etc.).

   2.3 **End of University Event.** The approved service of Alcohol at a University Event must cease 30 minutes prior to the scheduled end time of the University Event.

   2.4 **Alcohol Alternatives.** A variety of non-alcoholic beverages must be offered and available at any University Event at which alcohol is served. Such non-alcoholic beverages must be featured as prominently as the alcoholic beverages. The serving of alcohol must cease if non-alcoholic beverages are no longer available.

   2.5 **Serving Food.** Per OLCC liquor license requirements, at least two different substantial food items must be available at any University Event at which alcohol
is served. Such food must be available in quantities appropriate for the number of persons expected to be at the University Event. The serving of Alcohol must cease if food is no longer available. Events at which food is not available free of charge may not offer alcohol free of charge.

2.6 **Serving Size.** Alcohol may not be served at a University Event in individual portions that exceed one shot (1.5 ounces) of hard liquor, 16 ounces of beer, and six ounces of wine.

2.7 **Storage of Alcohol.** Alcohol for approved use at University Events must be stored by an Approved Server. Alcohol arriving on campus must be delivered directly to an Approved Server, in coordination with PSU Dining. In accordance with state law, donated alcohol cannot be returned except for partially consumed bottles of wine that were served in conjunction with a meal. Kegs can be returned only after being emptied of beer. Unopened containers of wine and spirits must be retained by PSU Dining.

2.8 **Locations.** Alcohol at a University Event must be served and consumed within the area defined in the request for approval. Alcohol may not be served at dances or concerts (or any other event without fixed seating where the primary purpose of the event is to dance or socialize to amplified music).

2.9 **Time of Event.** Alcohol may not be served prior to 4:00 pm on days when school is in session.

2.10 **Special Events.** Alcohol may be served at a Special Event only if approved by VP-FADM and after obtaining the approval of the OLCC to manage a Special Event. (See VI, Links to Related Forms.)

2.11 **Alcohol Service with Students.** Service to and consumption of alcohol by students on campus is prohibited unless in accordance with Housing and Residence Life regulations or at a University Event.

2.12 **Student Instruction.** Serving alcohol is not permitted in conjunction with any scheduled University instructional activity.

3.0 **Advertising of Alcohol.** Companies engaged in the manufacture of alcohol may not promote or advertise their products on University-owned or –controlled property or through the sponsorship of University social, intramural, athletic or other events, unless approved in advance by the Associate Vice President for Marketing and Communication or the Vice President for Finance and Administration. Alcohol advertising at athletics events conducted on University-owned property is prohibited.

4.0 **Employees and Others.** Alcohol use in the workplace is governed by the University’s workplace drug and alcohol policies. Any behavioral problems resulting from the use of alcohol by employees will be addressed as part of the University’s applicable disciplinary process.

5.0 **Unapproved Service of Alcohol.** Events found to be occurring without approval or necessary permits may be immediately shut down and the appropriate Vice President notified. Willful or repeated failure to adhere to policy protocols will result in revocation of the right to use University property for events and discipline, up to and including, termination of employment, pursuant to any applicable collective bargaining.
agreement. Students violating this policy may be subject to discipline in accordance with the Code of Student Conduct and Responsibility.

6.0 **Waiver.** Upon request and for good cause, the President or VP-FADM (or his/her designee) may waive any provision of this policy, provided the waiver is consistent with local, state and federal law.

VI. **Links To Related Forms, Procedures or Information**

- [FADM Conference and Events Services](#)
- [Online Event Scheduling Inquiry Form](#)

VII. **Contacts**

Questions regarding this Policy should be directed to Office of the Vice President for Finance and Administration at (503) 725-5878.

VIII. **Policy Adoption / Revision Approvals**

Approved __________________________ Date ________
PORTLAND STATE UNIVERSITY PRESIDENT

Approved __________________________ Date ________
PORTLAND STATE UNIVERSITY GENERAL COUNSEL

IX. **History**

**Adoption Date:** September 27, 2016

**Previous History:** Supersedes PSU IMD 1.300 – Alcohol and other Drugs Policy & Procedures

**Next Review Date:** September 27, 2021