

FACILITY OPERATING PROCEDURE
V. J. and Angela Skutt Student Center
Harper Center for Student Life and Learning

SECTION Reservations and Event Policies			NO. 3.8		
ISSUED March 2009	REV. January 2011	REV. May 2011	REV.	REV.	REV.
POLICY Events Where Alcohol Is Served			PAGE OF 1 3		

PURPOSE: To govern the use of alcoholic beverages at events within the Skutt Student Center and Harper Center for Student Life and Learning. This policy has been developed to ensure the most responsible approach for the use of alcohol in compliance with the law and to establish an environment in which the misuse of alcohol is not tolerated.

SOURCE: Skutt Student Center Administration and Harper Center for Student Life and Learning Administration

POLICY: This policy recognizes that drinking alcohol is a privilege, not a right. Responsible drinking is defined to be "consumption without infringing on the rights of one's self or community."

1. REGISTRATION OF EVENTS

- a. All events where alcohol is served must be registered with the Reservations and Event Planning office.
- b. Clients who invite Creighton University students to an event must satisfy all regulations set forth in the current Student Handbook.
- c. A Special Designated License (SDL) is required for all alcohol service at events in the Harper Center. A minimum of 15 business days notice is required to allow time for processing. Sodexo will file the application with the City of Omaha.

2. PURCHASE AND SUPPLY OF ALCOHOL

- a. Alcohol must be purchased by the client from Sodexo.

3. ALCOHOL SERVERS

- a. Servers must be hired through Sodexo, who will be responsible for this staff's training and supervision. The servers will be ServSafe™ trained. These servers may recommend whether to continue serving alcohol to a guest. The final decision on whether to continue serving a guest will rest with the building manager and/or the on-site food service manager after consultation with the event host in charge.

4. FOOD SERVICE

- a. Alcohol served at any event must be accompanied by a food order. Food service must be:
 - i. A meal offered in a seated or buffet style, or
 - ii. A reception including hors d'oeuvres, snacks, and finger foods, or
 - iii. Sufficient quantities of food provided throughout the event as determined by the

Director of the Skutt Student Center and Harper Center for Student Life and Learning or his/her designee.

- b. Non-alcoholic beverages must be offered as an alternative.

5. SERVING DURATIONS

- a. The duration of alcohol service may not exceed six hours when accompanied by a meal.
- b. A four hour limit will be placed on alcohol service at any other event.
- c. Last call will be made 45 minutes prior to the scheduled closure of the event. Bars will close 30 minutes prior to the event's end.
- d. Any event with duration of two hours or less will not be governed by point 5.C.
- e. Alcohol will not be served after 1:45 a.m.

6. STYLE OF SERVICE

- a. A cash bar is any event where an exchange of money transpires for the privilege of consuming alcohol.
- b. An open bar is any event where alcohol is dispensed free of charge to guests and paid for by the host.

7. AREA RESTRICTIONS

- a. Alcohol consumption will be restricted to the area reserved for the event.
- b. Guests attending an event where alcohol is served are prohibited from bringing their own alcohol onto the premises and/or removing containers containing alcohol from the premises.

8. SUPERVISION OF AREA

- a. The event host will be held accountable for the behavior of his/her guests and for their compliance with all regulations.
- b. The Reservations and Event Planning office will notify Public Safety of all upcoming events at which alcohol will be served. Such events may be supervised by Public Safety, at the discretion of the Skutt Student Center and Harper Center for Student Life and Learning Director or his/her designee.
- c. At the discretion of the Skutt Student Center and Harper Center for Student Life and Learning Director or his/her designee, one or more of the following may be required and will be provided at the expense of the client:
 - i. Non-alcohol-drinking adult(s), at least 21 years of age.
 - ii. A Skutt Student Center and Harper Center for Student Life and Learning staff member at the level of building manager or higher, who is dedicated to supervising that event.
 - iii. An on-site officer provided through the Department of Public Safety.
 - iv. A sign will be clearly displayed at the serving area stating, "The sale or serving of an alcoholic beverage is prohibited to anyone under 21 or to any person who is intoxicated or who appears to be intoxicated." Sodexo must display a copy of its liquor permit and the generic state-issued warning sign related to alcohol abuse.

9. OTHER UNIVERSITY GUIDELINES

- a. All other University guidelines must be followed to include:
 - i. Billy Blues Alumni Grill service
 - ii. I.D. check and banding

- iii. Items related to alcohol in the Student Handbook
- iv. The universal Creighton University Alcohol Policy

10. LEGAL REQUIREMENTS

- a. All government legal requirements must be observed, including the Nebraska Liquor Control Act (Nebraska Rev. Stat. S53-101 et seq.).