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**Guidelines for the Possession, Consumption, and Distribution of Alcoholic Beverages**

**Effective Date:** 06/01/2017

**Issuing Authority:** Vice President and CFO

**Last Updated:** 05/30/2017

Purpose

These guidelines apply to any event at which alcohol is served on campus, to ensure compliance with established Minnesota state law and to ensure the safety of St. Olaf College students, employees and guests. These guidelines do not supersede any St. Olaf Student Code of Conduct or Student Handbook rules regarding the possession, consumption, or distribution of alcoholic beverages.

Guidelines

As defined in this document, the possession, consumption, and distribution of alcoholic beverages may be authorized in the context of a closed, catered event and where the consumption of alcoholic beverages is not the primary purpose of the event. Events with alcohol that will typically be considered for approval are events held during the summer or events held at the President’s house.  The College’s exclusive caterer holds the liquor license and has exclusive rights for providing alcoholic beverage services for events held at St. Olaf College.

Approval

The Director of Events Management will evaluate and approve/deny requests for alcohol service at events held on College property.

Approved Locations

Possession, consumption, and distribution of alcoholic beverages are permitted for approved events in the following designated areas:

* Reservable space in Buntrock Commons,
* President’s House
* Other locations may be considered for approval on a case by case basis.

Approved Provider

Bon Appetit is the exclusive caterer of St. Olaf College and holds the liquor license for college events.

Right of Refusal

* St. Olaf College and/or its exclusive caterer reserve the right to refuse any request for alcoholic beverage service on the grounds or in facilities owned and/or operated by St. Olaf College.
* St. Olaf College and/or its exclusive caterer reserve the right to limit quantities of alcoholic beverages served at an approved event, to limit the hours and dates when such service may occur, and to withhold approval of possession, consumption, and provision of alcoholic beverages to any organization, group or individual at any time and for any reason deemed appropriate by the College and its agents. The decision is discretionary and lies wholly with St. Olaf College and its exclusive caterer.
* The College and/or its exclusive caterer reserves the right to end alcohol service and/or the event at any time if it is determined that any of the rules contained in the rental agreement have not been completely and fully complied with or if the College and/or its exclusive caterer determine at any time that any problems are arising in connection with the serving of alcohol at the event.

Campus Guidelines for approved events serving alcohol:

1. Non-alcoholic beverages and a sufficient quantity of food must be available at all events at which alcohol is served.
2. Alcoholic beverages may not be removed from the designated event area.
3. The exclusive caterer will provide Training for Intervention Procedures (TIPS) certified servers. Event participants may not serve alcoholic beverages.
4. Alcoholic beverages will only be served to persons 21 years of age or older who have proper identification.
5. Alcoholic beverages will not be served to any person showing signs of intoxication.
6. Only one alcoholic beverage at a time may be served to each individual attending the event.
7. The serving of alcoholic beverages at events will stop at least one-half hour prior to the scheduled end of the event.
8. All events where alcohol is served must be “closed, catered events” in the sense that the event is not open to the general public
9. The Office of Public Safety must be advised of the event.
10. A Security Officer may be required for third-party events hosting a full bar (as opposed to only beer and wine.) If determined that a security officer is required the third-party group would be responsible for the security costs. St. Olaf College Public Safety would provide the security officer for all such events.
11. The exclusive caterer will post required signage in regards to alcohol services or consumption for event.