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## REQUEST TO SERVE ALCOHOL ON CAMPUS PROTOCOL

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**Category:** Administration

**Date Approved:** May 1, 2017

**Responsible Office:** Campus Events

**Date Revised:** Click to enter a date.

**Responsible Executive:** Vice President, EDIWS

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### Summary

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Monroe Community College (MCC) has a diverse student body, with students of all ages, including those under 21. MCC maintains alcohol free events when students are involved and only permits alcohol service on a limited basis at events on campus.

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### Process

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For permission to serve alcohol at an on campus event, the following process must be followed by the Office of Campus Events:

Are individuals under 21 invited?

- If yes, no alcohol service is permitted
- If no, permission may be granted if all the following criteria are met:
  - The facility user/client provides a description of the guest list (e.g. engineering society);
  - The facility user/client affirms that no one under 21 is on the guest list;
  - The event date is at least six (6) weeks away, allowing time for proper paperwork, licenses and/or permits to serve alcohol be filed/obtained.
  - Food and non-alcohol beverages must be served at events where alcohol is served
  - Service and consumption of alcohol is limited to indoor locations and must be confined to the specific registered or designated area approved on the completed Campus Events Application.
  - Alcohol is served in adherence to the New York State Alcoholic Beverage Control Law by a New York State Certified Alcohol Seller/Server.

The Director of Campus Events makes a recommendation for approval to the Vice President, EDIWS or their designee. The Vice President, EDIWS approves or denies.

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### Forms

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Campus Events Application:

[http://www.monroecc.edu/fileadmin/SiteFiles/GeneralContent/depts/campusevents/documents/Brighton\\_Rental\\_Application\\_-8-17-2017.pdf](http://www.monroecc.edu/fileadmin/SiteFiles/GeneralContent/depts/campusevents/documents/Brighton_Rental_Application_-8-17-2017.pdf)

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### Contact Information

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Director, Office of Campus Events