

Serving of Alcoholic Beverages at University Events

All events with Alcoholic Beverages:

- ❖ Alcoholic Beverages and related costs (bartenders, setup costs) **must be paid on unrestricted gift funds or restricted funds which specifically permit the purchase of alcoholic beverages, including endowments.**
- ❖ Serving of alcoholic beverages must be appropriate based on the business purposes of the event and use of unrestricted gift funds for this purpose should be vetted against other potential uses of those funds in meeting unit priorities. Group meetings where only alcoholic beverages are consumed are highly discouraged and **alcoholic beverages are never permitted to be served prior to 3pm on a business day.**
- ❖ **General restrictions:** No more than 2 drinks per guest/\$15 per person; no kegs of beer permitted.

Is the University Sponsoring and/or Paying for the Event?

YES	Must follow FN10 policy and guidelines
YES but not paying for the alcoholic beverages	Must follow FN10 policy and guidelines even if alcoholic beverages are being paid for personally or by a third party, if any part of the event is being sponsored or paid for by the University.
NO	FN10 does not apply and event is considered private and personal. These events cannot be held at an on-campus location except Nittany Lion Inn or Penn Stater Hotel.

Who is Attending?

Primary Focus:	Permitted to be paid or reimbursed?	Restrictions (beyond the general restrictions listed above)
Guests/Donors/Alumni	Yes	None
Undergraduate Students	With Approval of VP for Student Affairs	Never permitted for student recruitment
Graduate Students	With Approval of Budget executive for unit	Never permitted for student recruitment
Employees, including post-docs, fellows and graduate assistants	No. One exception, if sponsored and attended by the President of the University, The Executive Vice President and Provost, Vice Presidents, Vice Provosts, Deans, other executives (with approval of The Executive Vice President and Provost) or Chancellors (with the approval of the VP for Commonwealth Campuses) for the unit	<ul style="list-style-type: none"> • Alcoholic beverages at employee-only events STRONGLY discouraged. • Spouses/partners and/or retirees are not considered guests. • Event must be sponsored by exec; invitation of exec to event only does not meet exception.

Where is the event being held?

Venue	Restrictions	Approvals
Facility with License to serve Alcoholic Beverages (Hotel, Restaurant, or other facility); including Penn State facilities	None	Agreements with venues other than Penn State operated must be reviewed and signed through Risk Management or Purchasing.
On-Campus Location	Must be approved 30 days in advance	AD18 Form – Permission to Possess/Use Alcoholic Beverages

Off-Campus Location, including private residence.	Must be approved 30 days in advance	AD18 Form – Permission to Possess/Use Alcoholic Beverages If venue requires an agreement, must be reviewed and signed through Risk Management or Purchasing.
---	-------------------------------------	---

Who is serving the alcoholic beverages?

Served by:	Restrictions	More information:
Venue with liquor license	Bartender services must be provided by the facility	
University Catering Services	None	
University Approved Caterer	Must have Liquor Liability Insurance Coverage	https://controller.psu.edu/risk-management/vendors/caterers
Non-Approved Caterer	Cannot be used for event unless approved through Risk Management	https://controller.psu.edu/risk-management/vendors/caterers
Bartender	Preference for Use: 1) Obtain through Penn State Hospitality Services 2) Certified bartender who has liquor liability insurance in an amount not less than \$1,000,000 with the University named as an additional insured. 3) University employee credentialed as "Training in Intervention Procedures by Servers" (TIPS) Certified, "Serv-Safe Alcohol Training" Certified, or "Responsible Alcohol Management Program" (RAMP) Certified in the state of Pennsylvania. 4) Certified bartender who is not a University employee; but admin area is responsible for liability arising from provision of alcoholic beverages at the event.	http://guru.psu.edu/policies/FN10.html#B6
Host	Only permitted if serving one glass of wine during a meal or if 20 people or less are attending.	Host is responsible for any liability arising from the provision of alcoholic beverages at the event.

Is this an on-Campus event that includes a cash bar or registration/admission fee that covers the cost of alcoholic beverages?

If yes, then Penn State Hospitality Services **MUST** be used, as the only liquor license permitted to sell alcoholic beverages at University Park. At other campus locations, a licensed entity must sell the alcoholic beverages See [FN10 – Section on Alcoholic Beverage Sales Restrictions](#) for more detail including approvals required.