I. Policy

This policy outlines the guidelines for Catering Services to serve alcoholic beverages on the Luther College campus. Luther College Catering Services is fully licensed by the State of Iowa to serve alcoholic beverages at catered events held in the Dahl Centennial Union (except Marty’s) and Baker Commons. Because irresponsible alcohol consumption can interfere with the educational purposes and social climate of the College, all guests attending Luther College catered events have a responsibility to follow the Alcohol Policies and Procedures outlined below and will be held accountable for failure to follow them.

II. Purpose

The Alcohol Policies and Procedures reflect Luther College’s commitment to provide the safest possible social atmosphere for members of the College community and their guests. Its success depends upon the cooperative efforts of students, faculty, administration, alumni and friends in both understanding and upholding the spirit of personal responsibility and respect for self and others that is embodied in these procedures. The Cabinet must approve any exceptions to these procedures in advance.

III. Terms and Definitions

Catered Events
- Events coordinated and staffed by the Luther College Catering Department for:
  - members of a recognized Luther department and their invited guests
  - members of the public who contract with the College and adhere to college policies

IV. Procedures and Guidelines

Luther College holds a Special Class C Liquor License that allows for the serving of wine and beer at events in Dahl Centennial Union (except Marty’s) and Baker Commons. When beer and/or wine is served in one of those venues, the following policies apply:

- Alcohol will not be served at student-focused events or where students are the primary guests. All recognized groups who want to sponsor an event with alcohol on campus must meet with the Catering Services Department who will secure the approval of the Director of Dining Services at least 30 days prior to the event. Approval forms are available from, and are facilitated by, the Catering Services Department.

- Alcohol may be served on campus at a college-sponsored event only under licensed conditions.
• There will be no service of alcohol to individuals under 21 years of age. All guests attending events at which beer and/or wine are served should be prepared to provide proof of age with a current ID (drivers license, birth certificate, military ID or passport).

• As a general rule, seventy-five percent of the people attending a catered event where alcohol is served must meet the drinking age requirement.

• The Catering Services Department must provide all alcoholic beverages served at events at the approved locations. No outside alcohol is permitted.

• Wine and beer are the only alcoholic beverages served. Keg beer will not be sold or served. Beer and/or wine will be served at each table with a final tabulation of servings given to the event sponsor to be paid in one lump sum.

• Ample food and non-alcoholic beverages must be readily available during the event. Luther Catering must provide all food and beverage.

• Alcohol may not be removed from the event location.

• The behavior of guests is the responsibility of both the guest(s) and the event sponsor. It is the task of the sponsor, however, to curtail inappropriate behavior, even to the point of requesting that a disruptive or non-compliant guest leave the event. The Campus Safety and Security Office will provide assistance if requested. The sponsor may be approached by a security officer if there are violations and/or complaints about behavior at the event, and the sponsor is expected to cooperate.

• Sponsors are advised that they and/or the College may be liable for injuries or damages caused by persons participating in the sponsored event.

• Luther Catering reserves the right to refuse service to any patron. The catering manager on duty at the catered event has the discretion to place further constraints on alcohol service in order to assure a safe and enjoyable event.

• Service of beverages will be rendered only between the hours of 12:00 p.m. and 11:30 p.m. Alcohol service will end 45 minutes prior to the event’s scheduled ending time.

• Luther College observes and enforces all State of Iowa liquor laws.
APPLICATION FOR SERVING ALCOHOLIC BEVERAGES IN DESIGNATED AREAS ON CAMPUS

The Luther College Alcohol Policy allows the serving of alcoholic beverages within certain guidelines at specified events in “designated areas” on campus (Refer to the “Alcohol Policies and Procedures” in the College’s Policy and Procedures Guide). The following information is required.

Name(s) of Sponsor(s)________________________________________________________

Type of Event______________________________________________________________

Type of Food Being Served________________________________________________________________

Alcoholic Beverage(s) (type and amount)___________________________________________

Non-Alcoholic Beverage(s) (type and amount)____________________________________________

Day and Date of Event________________________________________________________________

Location_____________________________________________________________________________

Beginning Time ___________________ Ending Time ___________________ Number Attending ____________

NOTE: Arrangements for purchasing alcoholic beverages should be made through Luther College Catering Services. Iowa law and Luther College policy prohibit the consumption of alcoholic beverages by persons under the age of 21. Providing alcohol to a minor, or assisting a minor in any way in obtaining alcohol, is considered inappropriate behavior and is also a violation of State Law.

I/We have read the Luther College Alcohol Policy and agree to its terms and conditions.

_________________________________________    __________________________________
Date        Signature

******************

COLLEGE SIGNATURES REQUIRED:

Director of Catering ___________________________

Director of Dining Services _____________________