

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Catering
Subject:	Alcohol Policies and Procedures
Date Issued:	September 10, 2007
Date Revised:	August 1, 2011, March 19, 2018
Approved By:	Reviewed by Cabinet, Approved by President, April 18, 2018

I. Policy

This policy outlines the guidelines for Luther Catering (Sodexo) to serve alcoholic beverages on the Luther College campus. Sodexo is fully licensed by the State of Iowa to serve alcoholic beverages at catered events held in the Dahl Centennial Union 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 and Sodexo'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 President must approve any exceptions to these procedures in advance.

III. Terms and Definitions

Catered Events

Events coordinated and staffed by Luther Catering for:

- Members of a recognized Luther department and their invited guests
- Members of the public who contract with Luther Catering adhere to college policies

IV. Procedures and Guidelines

Sodexo holds a Special Class C Liquor License that allows for the serving of wine and beer at events in Dahl Centennial Union 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. (Exception: Senior Send Off)
- All recognized groups who want to sponsor an event with alcohol on campus must meet with Luther Catering 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, Luther Catering.

- Alcohol may be served on campus at an 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 (driver's 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.
- Luther Catering 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.
 - Cash Bar: Beer and/or wine will be charged to each guest
 - Hosted Bar: Will be charged to the event sponsor with a final tabulation to be paid in one lump sum.
- No guest will be served alcohol to the point of intoxication.
- Ample food and non-alcoholic beverages must be readily available during the event. Luther Catering must provide all food and beverage.
- Guests may not remove alcohol 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 to curtail inappropriate behavior, and, if necessary, request that a disruptive or non-compliant guest leave the event. The Campus Safety and Security Office will provide assistance if requested.
- 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 10 a.m. and 11:30 p.m.
- Luther College and Sodexo observe and enforce all State of Iowa liquor laws.

Sodexo/Luther College

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 Event _____

Location _____

Beginning Time _____ Ending Time _____ Number Attending _____

Security Required Yes _____ No _____

NOTE: Arrangements for purchasing alcoholic beverages must be made through Luther Catering. 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 _____