

Alcohol Policy Summary

(the full Law School Alcohol Policy can be viewed [Here.](#))

Those wishing to serve alcohol at an event are required to read the Alcohol Policy in its entirety.

Deadlines for form submission:

- 3 days before the event if alcohol will be served, but not sold.
- 14 days before the event if you will be selling alcohol (this includes events where catering or Sodexo will be bartending and charging for alcohol)

Types of Alcohol

- Only beer and wine will be approved. Liquor is not permitted

Police Detail

A police detail is required for all events where alcohol beverages are **sold**. Directions for obtaining a police detail are in the Student Handbook and on the Suffolk Law School web site [here!](#)

A police detail may also be required for large events or in special circumstances.

The following persons must be designated for your event:

- **Event Coordinator** (will be primary contact for issues relating to the event)
- **Designated Host** (may be the same as the Event Coordinator; is responsible for ensuring alcohol policy is followed)
- **Monitors** (must be different from host/coordinator; one monitor needed for every 40 guests)
- **Servers** (cannot consume alcohol while serving-)

Special Considerations when selling alcohol

- Form must be submitted 14 days prior to the event
- Police detail required
- Temporary liquor license required
- Restrictions on location of event

Miscellaneous

- Non-alcoholic beverages and food must be served
- Advertisements for events with alcohol may not use alcohol as an enticement to attend
- No one under 21 or appearing intoxicated may be served alcohol

Please note: The above is intended only to highlight portions of the alcohol policy. Please see the alcohol policy for more information. The Event Coordinator and Designated Host must read and become familiar with the entire alcohol policy, and must sign the form indicating that they have done so.



ALCOHOL REGISTRATION FORM FOR STUDENT EVENTS

*This form must be approved, signed and returned to Marcelene Parmelee (mparmelee@suffolk.edu) **three days prior** to an event where alcohol is served and 14 days prior to an event where alcohol is being sold.*

1. Name of Sponsoring Group/ Student Organization: _____

2. Name of Person Responsible/Coordinating Event ("Event Coordinator or Primary Contact"):

Local Address: _____

Street City State ZIP

Phone: () _____ Student ID# _____

3. Position in student organization: _____

4. Alcohol will be: (check one) sold served at no-charge

5. If alcohol will be sold, date request for police detail submitted (disregard if alcohol will not be sold):

6. Location of Event: _____

(Note: Rooms must be reserved through appropriate office via Room Reservation Form which can be found on student event planning guide page)

7. Date of Event: _____ Time of Event: Starts: _____ Ends: _____

8. Description of the Event: _____

9. Who may attend?

_____ Students _____ Faculty/Administrators _____ Guests

Event Staff (Please refer to Alcohol Policy for specific responsibilities and requirements)

Designated Host (may be same as Event Coordinator. If same do not need to include address/contact again):

Name: _____

Local Address: _____

Street City State ZIP

Phone: () _____ ID No. _____

Server(s)/ Monitor(s) (Person responsible for serving the alcohol. Events with more than 40 guests require an additional server/monitor for each additional 40 guests)

Will the servers be provided by University Catering/Sodexo? Yes No

If no, please complete the following:

Server Name: _____

Student ID No.: _____ Certified? Yes No

Server Name: _____

Student ID No.: _____ Certified? Yes No

Event Coordinator: I have read the Alcohol Policy and agree to assume responsibility for strict adherence to the appropriate laws and regulations for serving alcohol

Signature: _____ Date: _____

Designated Host: *(If different from Event Coordinator)* I have read the Alcohol Policy and agree to assume responsibility for strict adherence to the appropriate laws and regulations for serving alcohol

Signature: _____ Date: _____

For Office Use Only

Approved, I have discussed the organization's plan for this event with the individual(s) signing above, and I am satisfied that the arrangements made are appropriate and in compliance with university policy and State law.

Not Approved, the registration does not comply with the following sections of the Suffolk University Alcohol Policy.

Signature: _____ Date: _____