

# Request for Use of Alcoholic Beverages on Campus

## Policy Guidelines (Internal Events)

### I. General Guidelines - The City University of New York Policy on Drugs and Alcohol

**CUNY Standards of Conduct** states, *"The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited. In addition, CUNY employees are prohibited from illegally providing drugs or alcohol to CUNY students. Finally, no student may possess or consume alcoholic beverages in any CUNY residence hall, regardless of whether the student is of lawful age, except for students living in the Graduate School and University Center's graduate housing facilities who may lawfully possess and consume alcoholic beverages. For purposes of this policy, a CUNY residence hall means a residence hall owned and/or operated by CUNY, or operated by a private management company on CUNY's behalf..."*

- furthermore -

**Responsibilities of CUNY Colleges/Units**, provides that *"...The President of each college or unit may choose to ban alcohol at on-campus functions or at any particular function..."* (Board of Trustees, June 22, 2002, amended May 2, 2011, Calendar Minutes: Item#5.a.) The entire document can be accessed from the web at:

<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-resources/Policy-Against-Drugs-and-Alcohol.pdf>

**Lehman College Student Handbook** states, *"Alcohol: The use of alcohol by anyone under 21 is prohibited. Alcoholic drinks may neither be sold or served on campus; no one at student events may possess or drink alcoholic beverages. Persons violating this basic rule must leave the event and will be escorted off campus. Students may be subject to disciplinary action."* (page 28)

### II. Purpose of Guidelines

It is not the purpose of these rules to promote or condone the possession or use of beer, wine or other alcoholic beverages on the Lehman College property or facilities, but to regulate such possession or use within strict requirements. **No alcoholic beverages of any kind are allowed at student events.**

### III. Requirements for Authorization Consideration

The President or his authorized designee, on a case-by-case basis, *may* grant the approval of the serving of *wine and/or beer only*, on limited occasions in college facilities. All other alcoholic beverages of any kind are prohibited. Terms and stipulations are as follows:

- The event is a non-student event; neither hosted nor generally attended by students.
- The preponderance of those attending must be of legal drinking age.
- No person under the legal drinking age of 21 years will be served.
- Alternative non-alcoholic beverages and food will be served.
- No state funds will be used to purchase wine or beer.

Please fill out the form attached and submit to the Office of the Vice President for Administration and Finance, Shuster Hall Room 355 or by email to [Rene.Rotolo@lehman.cuny.edu](mailto:Rene.Rotolo@lehman.cuny.edu). If you have any questions, feel free to contact the office by telephone at 718-960-8539.

Thank you.

## Request for Authorization to Serve Wine and/or Beer on Campus Property

Event Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event from: \_\_\_\_\_ to: \_\_\_\_\_

Location/Venue: \_\_\_\_\_

Sponsoring Department/Group: \_\_\_\_\_

Person Responsible for Event: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ email: \_\_\_\_\_

Target Audience: \_\_\_\_\_ approx # of guests \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

I acknowledge that I have read the attached rules and responsibilities and agree to uphold the terms and conditions as stipulated in the Policy Guidelines.

\_\_\_\_\_  
Print Name of Requestor/Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

***Note: Both authorizing signatures below are required for approval.***

☐ Approved Division, Dean/Vice President: \_\_\_\_\_  
Please Print

☐ Not Approved **Signature:** \_\_\_\_\_  
(send back to requestor) Date \_\_\_\_\_

☐ Approved Signature \_\_\_\_\_ Date \_\_\_\_\_

☐ Not Approved President's Designee, Rene Rotolo  
Vice President for Administration and Finance

Copy: Public Safety  
Campus Reservations/Event Planning