



## UNIVERSITY POLICY

**SUBJECT:** ADMINISTRATION

**TITLE:** ALCOHOL REGULATIONS

**CODING:** 00-01-10-16:00

**ADOPTED:** 10/01/88

**AMENDED:** 01/26/00

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### I. PURPOSE

To ensure compliance with applicable New Jersey statutes and regulations relating to the possession, serving, sale, use and consumption of alcoholic beverages on University premises and to limit the liability of the University for such activities.

### II. ACCOUNTABILITY

Under the direction of the President, the Vice President for Administration shall ensure compliance with this policy. The Deans and Vice Presidents in concert with the Director of Public Safety and the Director of Risk Management shall implement this policy.

### III. DEFINITIONS

- A. Alcoholic Beverage - any beverage containing alcohol that may be legally sold and consumed.
- B. Sale - the term "sale" includes any kind of charge, direct or indirect fee, donation, exchange, etc. for any part of an event, see EXHIBIT A, Item (h).
- C. Non-sale - the term "non-sale" refers to serving, possessing, using or consuming alcoholic beverage at no charge, direct or indirect fee, donation, exchange, etc. for any part of the event.
- D. University Officer - President, Senior Vice President, Dean or Vice President.
- E. Event Planner - Any individual who, on behalf of the University or external organization, is planning an event on the University's facility where alcoholic beverages may be served.

### IV. REFERENCES

- A. Public Events: External Organizations [00-01-10-70:00](#)
- B. UMDNJ Events: Internal Organizations [00-01-10-70:05](#)
- C. Entertainment and Receptions [00-01-50-60:00](#)
- D. Drug-Free Environment [00-01-10-60:00](#)

## V. POLICY

### A. Requirements:

1. The University of Medicine and Dentistry of New Jersey is committed to providing an environment conducive to learning, teaching, healthcare and research for its faculty, housestaff, staff members, students and volunteers. Alcohol misuse and abuse poses a serious threat to the physical and psychological well-being of all members of the University community.
2. This policy shall apply to all faculty, housestaff, staff members, students and volunteers whether they have full, part-time, temporary, per diem or summer status. It shall also be applicable to any group, whether University affiliated or an outside organization, which is authorized to use a UMDNJ facility. For authorization criteria, reference University Policy 00-01-10-70:00, Public Events: External Organizations.
3. In compliance with New Jersey law, no one under the age of twenty-one (21) years of age may be served or sold alcoholic beverages under any circumstances and further, all applicable federal, state and local ordinances regarding the sale, serving and consumption of alcoholic beverages will be strictly enforced.
4. No individual or group may serve, possess, sell, use or consume alcoholic beverages on University premises or at any UMDNJ function on University premises without the express written authorization and approval of the University.
5. Any individual or group (event planner) requesting permission to serve, possess, use, sell or consume alcoholic beverages on University premises shall first complete an application as shown in EXHIBIT B and obtain endorsement from the appropriate University officer or designated Associate Vice President. Once endorsed, the request shall be handled according to the following guidelines:

#### **NON-SALE**

- a. For approval to serve, possess, use or consume, but not sell alcoholic beverages on University premises, the event planner shall submit a completed and endorsed UMDNJ Application Form to the Director of Public Safety at least seven (7) business days in advance of the event.
- b. The Director of Public Safety shall, prior to approving any request, forward the request to the Director of Risk Management who will review the request to determine, as appropriate, the best way to limit the liability of the University for such activities. The Director of Risk Management will return the request to the Director of Public Safety within three (3) working days with a recommendation.

#### **SALE**

- c. For approval to sell, serve, possess, use or consume alcoholic beverages on University premises, the event planner shall follow the procedures outlined in EXHIBIT A to obtain the "Special Permit for Social Affairs" from the New Jersey Division of Alcoholic Beverage Control (ABC). The ABC permit application, along with a completed and endorsed UMDNJ Application Form, a University check or money order made out to the Division of ABC for the appropriate amount, a sketch of the area where alcoholic beverages will be served and a detailed written description of the event to be held, shall be submitted to the Director of Public Safety at least thirty-five (35) business days in advance of the event.

- d. For events to be held in facilities on a University Campus, the Director of Public Safety may endorse the ABC permit application by signing the application in place of the municipal police chief and the municipal clerk. The Director of Public Safety may also sign the application as the person in charge of the facility where the event will be held. Note: the Division of Alcoholic Beverage Control may require additional notification to the municipality and/or municipal approval before the issuance of a social affair permit. It is recommended that applications be submitted well in advance of the planned event.
  - e. For events to be held in off-campus University facilities, the endorsements of the municipal police chief and municipal clerk are required. The University official in charge of the premises where the event is to be held must also endorse the application.
  - f. The Director of Public Safety shall, prior to approving any request, forward the request to the Director of Risk Management who will review the request to determine, as appropriate, the best way to limit the liability of the University for such activities. The Director of Risk Management will return the request to the Director of Public Safety within three (3) working days with a recommendation.
6. A UMDNJ application form to request permission to serve or sell alcoholic beverages, included as part of this policy (EXHIBIT B), may be obtained from the University Policy Web Site ([www.umdnj.edu/oppmweb](http://www.umdnj.edu/oppmweb)). The application form to obtain a "Special Permit for Social Affairs" from the ABC may be obtained by contacting the Campus Public Safety Office.
7. For an event to be held by an outside organization, a certified check drawn on the organization's funds must be submitted.
- For an event to be held by a University department or organization, a Request for Check form, approved by the Dean or Vice President and the Business Office must be used to obtain a University check or money order. Expenditure of funds must be in accordance with University Policy 00-01-50-60:00, Entertainment and Receptions.
8. Copies of all approved requests will be available at the specific event/function for inspection by the Department of Public Safety.
9. All requests determined by the Director of Public Safety not to be in compliance, will be returned to the applicant with reasons cited for such denial. Interpretative disagreements, if any, may be appealed to the Vice President for Administration through the appropriate University officer or designated Associate Vice President. Such appeals must be adequately documented to receive any further reconsideration.
10. Any faculty, housestaff, staff members, students or volunteers who violate this policy shall be subject to appropriate disciplinary and legal action, up to and including termination or expulsion from the University.

**B. Responsibilities:**

- 1. The Deans and Vice Presidents:
  - a. Ensure further dissemination and enforcement of this policy among respective constituents at all University campus and off-campus locations.
  - b. Review and endorse, as appropriate, applications to request permission to serve or sell alcohol on University premises.

- c. Review and endorse, as appropriate, check requests to pay for a special permit to sell alcohol on University premises.

2. The Event planner:

**NON-SALE**

- a. Submits the appropriate UMDNJ application (Exhibit B) in accordance with Section V, A5(a) of this policy.

**SALE**

- b. Obtains a University check or money order by submitting a Check Request (with documentation) to the appropriate Dean or Vice President and the Business Office for review and signature.
- c. Submits an application for "Special Permit for Social Affairs" in accordance with Section V, A5(c) of this policy, paying particular attention to EXHIBIT A, Item (h).

3. The Business Office:

- a. Reviews and approves all check requests for a special permit to sell alcoholic beverages on University premises (as endorsed by a Dean or Vice President) and forwards all approved check requests to the Accounts Payable Department at least 45 business days in advance the event.

4. The Accounts Payable Department

- a. Prepares a certified check, upon receipt of an approved Check Request from the Business Office, and forwards the University check or money order (made payable to the "Division of Alcoholic Beverage Control") to the event planner at least 35 business days in advance of the event.

5. The Director of Public Safety

- a. Reviews all applications that are endorsed by the appropriate University officer or designated Associate Vice President to ensure compliance with applicable statutes and regulations.
- b. Communicates with the Director of Risk Management on the liability aspects of the applications.
- c. Forwards applications for a "Special Permit for Social Affairs" to the ABC and to the appropriate municipality if necessary.
- d. Forwards copies of all approved requests to the event planner and the appropriate University officer or designee, and the Campus Public Safety Office.

6. The Director of Risk Management:

- a. Assesses each application that is forwarded to him/her by the Director of Public Safety and returns it within three (3) working days to provide guidance on the legal aspects of the application.

VI. EXHIBITS

- A. Regulations, N.J.A.C. 13.2-5.1 Social Affair Permit.
- B. UMDNJ application form to request permission from University to sell and/or serve, possess, use or consume alcoholic beverages on UMDNJ premises.

By Direction of the President:

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Vice President for Administration

## EXHIBIT A

### Division of Alcoholic Beverage Control, Deputy Director of Licensing (609) 984-2754 REGULATIONS, N.J.A.C. 13.2-5.1 SOCIAL AFFAIR PERMIT

- a. Application for social affair permit may be made to the Director by organizations operating solely for civic, religious, educational, charitable, fraternal, social, or recreational purposes, and not for private gain. In order to establish its eligibility an applicant shall submit in support of its application sufficient documents such as:
1. Certificate of incorporation;
  2. Charter;
  3. Constitution;
  4. Bylaws;
  5. Minutes of meetings;
  6. Membership roster;
  7. Financial records;
  8. Documentation of Federal Income Tax exemption or application therefor; and
  9. Such other information as the Director may deem appropriate.
- b. A fee, in the sum of \$50.00, per day, in cash, certified check, or money order made payable to the Division of Alcoholic Beverage Control, must accompany each application for social affair permit filed by religious, civic or educational organizations; and \$75.00 for such other organizations, and must be received at least seven days in advance of date for which permit is requested.
- c. Applications for a social affair permit shall be made on forms promulgated by the Director and endorsed by the chief of police (or his or her designee) and the clerk of the municipality wherein the affair is to be held.
- d. No more than 12 social affair permits shall be issued to any one applicant per 12 months, nor shall any such permit be granted for premises at which 25 prior social affair permits have been issued within the same calendar year.
- e. A social affair permittee shall be entitled to purchase alcoholic beverages to be dispensed at social affairs from a New Jersey licensed wholesaler distributor or retailer only, and to resell said alcoholic beverages, for on-premises consumption only.
- f. Within 10 days after the social affair, the permittee shall file with the Director a signed inventory report on forms promulgated by the Director showing all purchases of alcoholic beverages and the source and disposition thereof. Failure to file the inventory report shall be cause for denial of any future applications for a social affair permit.
- g. A social affair permittee must abide by all the provisions of the New Jersey Alcoholic Beverage law, Division rules and regulations, and municipal ordinances. Failure to do so may result in said permittee being denied future applications for social affair permits.
- h. A social affair permit shall be required for the sale or service of alcoholic beverages to those attending an affair at which there is any charge in connection with the affair, whether the charge be a direct one for drinks, imposed through the sale of tickets or charging of admission, requiring donations or special assessments, or where the charge is made ostensibly for food, entertainment or anything else.

**EXHIBIT B**

**UMDNJ application form to request permission to sell, and/or serve possess, use or consume alcoholic beverages on UMDNJ premises (check one)**

\_\_\_\_\_ REQUEST TO SERVE, POSSESS, USE OR CONSUME BUT NOT SELL ALCOHOLIC BEVERAGES as defined in section V. A. 5a of this policy.  
A completed application must be submitted for approval to the Director of Public Safety at least seven (7) business days before the event is scheduled.

\_\_\_\_\_ REQUEST TO SELL, SERVE, POSSESS, USE OR CONSUME ALCOHOLIC BEVERAGES as defined in section V. A. 5c of this policy  
A completed application to request UMDNJ and ABC approvals must be submitted to the Director of Public Safety at least thirty-five (35) business days before the event is scheduled.

<b>EVENT NAME</b>		<b>DATE/TIME</b>	
<b>LOCATION:</b>	<b>ROOM #</b>	<b>Bldg.</b>	<b>Campus or Street Address</b>
<b>PURPOSE</b>			
<b>EXPECTED ATTENDANCE</b>			
<b>APPLICANT NAME</b>		<b>PHONE NUMBER</b>	
<b>ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>RELATIONSHIP TO UMDNJ:</b>	Faculty, Staff, Officer	Other _____	
School/Unit	Position		
<b>DESCRIPTION OF ALCOHOLIC BEVERAGES TO BE AVAILABLE AT THE EVENT</b>			
<b>CERTIFICATION</b>			
I/we have read and understand UMDNJ's Policy #00-01-10-16:00, ALCOHOLIC REGULATIONS governing possession, serving, use, sale and consumption of alcoholic beverages on University premises. I/we further understand that unless I/we are granted on ABC "Special Permit for Social Affairs", I/we cannot sell alcoholic beverages.			
Applicant's Signature		Date	
Endorsed by: University Officer Title		Date	
Approved by the Director of Risk Management		Date	
Approved by the Director of Public Safety		Date	