



POLICY REGARDING THE SERVING AND SALE OF ALCOHOLIC BEVERAGES AT FRAMINGHAM STATE UNIVERSITY

Scope: Campus-wide	Policy Administration: Coordinator of Campus Events/Assistant Vice President of Facilities and Capital Planning
Applies to: This policy is applicable to all events and activities occurring on Framingham State University property where alcohol is being served.	Version: 1
Approved by: Executive Vice President of Finance, Administration and Technology	Approved on:

1. PURPOSE

The following policy has been developed in response to the Board of License Commissioners' major vote on October 21, 2019, replacing the previous policy effective March 20, 2014.

2. POLICY STATEMENT

This policy will be adhered to when selling or dispensing alcohol at Framingham State University. Exceptions and exemptions from this policy are not permitted.

3. APPLICABILITY

This policy is applicable to all events and activities occurring on Framingham State University property where alcohol is being served. This includes events being coordinated by faculty, staff, student groups, and non-Framingham State University groups.

4. ASSIGNED ROLES AND RESPONSIBILITIES

To properly segregate responsibilities related to the serving and sale of alcoholic beverages at Framingham State University.

A. Coordinator of Campus Events

- Ensures the consistent enforcement of this policy.
- Maintains proper documentation.
- Approval co-signatory on *Request for Alcohol Service at Framingham State University*.
- Provides communication and training, as needed, for individuals desiring to request the service of alcohol at events.

B. Assistant Vice President of Facilities and Capital Planning

- Supports Coordinator of Campus Events in the enforcement of this policy.
- In collaboration with University Policy, take necessary steps to follow up on violations of the policy.

C. Chief of University Police



- Approval co-signatory on *Request for Alcohol Service at Framingham State University*.
- In collaboration with AVP of Facilities and Capital Planning, take necessary steps to follow up on violation of the policy.

D. Vice President of Development and Alumni Relations

- Approval and coordination of FSU Foundation expenditure, where applicable.

E. Individual Requesting Event with Alcohol Service

- Submission of 25Live reservation.
- Submission of *Request for Alcohol Service at Framingham State University*.
- Serve as or designate an On-site Event Contact.

5. RELATED PROGRAMS, OPERATIONAL PLANS, POLICIES AND PROCEDURES

A. Policies and Procedures

- 1) When planning an event at the University during which alcoholic beverages will be sold or dispensed, notice must be given to the Office of Campus Events via the submission of a 25Live reservation and the completion and submission of a Request for Alcohol Service at Framingham State University form at least 4 weeks in advance, in general, of the event.
- 2) Upon timely notification and approval of the request, and at least three weeks prior to the event, in general, the Coordinator of Campus Events, or written designee, will contact and request service from The Bartending Service of New England, LLC. or another licensed, insured, and Town of Framingham approved bartending service provider.
- 3) Based on the information provided in the 25Live reservation and Request for Alcohol Service at Framingham State University form, the Coordinator of Campus Events will request the bartending service apply for a Special One-Day Liquor License with the City of Framingham's Licensing Bureau. If the event is private and not open to the public, pursuant to M.G.L.c. 138 S. 12.C., then the vendor, with a current 12C license, has the option of utilizing the 12C license in lieu of the Special One-Day Liquor License. If the 12C is utilized, the vendor is responsible for compliance with all 12C use conditions.
- 4) Prior to and at the event, the Coordinator of Campus Events, or written designee, will ensure that all requirements noted on the Application for Special One-Day Liquor License are met.
- 5) Upon receipt, the Coordinator of Campus Events, or written designee, will send one copy of the Special One-Day Liquor License or one copy of the 12C Caterer's License, whichever is applicable, to the Framingham State University Police Department Chief for filing.
- 6) The Coordinator of Campus Events, or written designee, will post the applicable license at the site of the event where alcohol is being served.
- 7) At all events where a liquor license is required, either a University or municipal police detail officer will be on duty at the event for the entire period of time that alcohol is being served.
- 8) A professional (non-student), University employee, other than the detail officer, must be present for the entirety of the time alcohol is being served to act as the Onsite Event Contact. The Onsite Event Contact may not partake in drinking of alcoholic beverages during the event.



Questions should be directed to the Coordinator of Campus Events.

B. Related Documentation

Documentation Name	Documentation Steward
Town of Framingham Rules and Regulations Governing Alcoholic Beverages: https://www.framinghamma.gov/DocumentCenter/View/35303/Alcohol-Rules-Regs-2016-6th-Rev	City of Framingham, Licensing Office
City of Framingham Special One-Day Liquor License Application: https://www.framinghamma.gov/DocumentCenter/View/26985/LiquorLicense-SpecialOne-DayApplication?bidId=	City of Framingham, Licensing Office
M.G.L. c. 138 S. 12.C.: https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXX/Chapter138/Section12C	Commonwealth of Massachusetts
The Alcoholic Beverages Control Commission (“ABCC”) Advisory Caterer’s License: https://www.mass.gov/media/2291/download	Alcoholic Beverages Control Commission
<i>Request for Alcohol Service at Framingham State University</i>	Coordinator of Campus Events

6. ENFORCEMENT OF POLICY VIOLATIONS

Failure to comply with this policy, intentionally or unintentionally, may result in one or more of the following:

- Termination of privileges to hold events with alcohol service and/or cancellation of event.
- Civil or criminal penalties as provided by law.
- For FSU employees, disciplinary action, up to and including termination of employment.
- For FSU students, referral to the Office of Community Standards.
- For non-FSU groups, termination of lease contract without refund.

7. REVIEW AND REVISION HISTORY

If a policy has been revised, then it must have all necessary approvals before being published. In the last column, indicate whether the activity was a review or a revision; if a revision, summarize the changes.

Date	Name and Title	Summary of Review and Revision