

Connecticut College Policy on Alcohol and Other Drugs

Connecticut College's policy on alcohol and other drugs balances institutional commitment to local, state and federal laws, the responsibility of individuals on our campus, and the health and safety of our community while upholding the educational mission of the College. The College is committed to providing campus education on the risks associated with alcohol and other drug use and misuse. Our policies and procedures strive to prevent the harm that may result from the misuse and abuse of these substances.

The College is committed to upholding local, state, and federal law; requiring proper management of events where alcohol is served; employing practices that minimize the misuse of alcohol and other drugs; and maintaining a drug-free workplace.

This policy and procedures apply to faculty, staff, students, and any individuals utilizing College owned or managed properties. It supplements the expectations outlined in the Employee Handbook and IFF, including but not limited to the Drug Free Workplace Act and Prohibited Alcohol Related Activity policy and the Personal Conduct Policy.

Policies

Alcohol

Individuals under the age of twenty-one may not possess or consume alcohol on campus. Individuals twenty-one or older may not (a) provide alcohol to individuals under the age of twenty-one, (b) possess open containers of alcohol outside of registered event spaces, or (c) play drinking games on campus. The alcohol policy also encompasses guidelines for service and use on campus.

Alcohol may not be served in an academic class regardless of the class location or in an individual office space. The College strongly discourages alcohol being served to any student in the private residences of faculty and staff (on or off campus). **Alcohol consumption on College sponsored trips in foreign countries (i.e. SATA, TRIPs) follows the law of the country. Irrespective of location,** there is inherent institutional and personal liability incurred by faculty and staff when they serve or support consumption of alcohol by students.

College employees are responsible for adhering to College policies regarding personal alcohol consumption at College events. Typically, consumption of alcohol is limited to appropriate business settings as determined by the department head (academic chair, vice president/ dean, or president). According to the College's personal conduct policy for staff, staff may not use or be under the influence of alcohol or narcotics during work hours. This policy recognizes that work hours may be defined differently based upon an employee's role at the College. When alcohol is served at an official College function during business hours, a staff member may choose to consume alcohol as long as they are not returning to work following the function.

The policy for use of College's vehicles prohibits drivers and passengers from using any alcohol, or illegal drugs as well any substances that may reduce attentiveness or cause drowsiness. The driver must not operate the vehicle for a minimum of 12 hours after their last ingestion of any substance (including consumption of alcohol) that could cause impaired driving. *Note: the vehicle use policy applies to all persons (faculty, staff, students and volunteers) who drive Connecticut College administered (owned or rented) or their personal vehicles for the benefit of Connecticut College (whether or not reimbursement for mileage is sought).*

Drugs

The use, possession, or sale of illicit drugs or drug-related paraphernalia as defined by Connecticut State Law and/or Connecticut College is strictly prohibited on Connecticut College campus property. Illicit drugs are controlled substances that cannot be obtained legally or that, although available legally, have been obtained illegally. Medical marijuana is prohibited on college campuses by the federal Drug Free Schools and Communities Act, regardless of whether it is permitted by state law. Distribution of illicit drugs includes the purchase, sale, or other transfer of any substance in any amount, and any attempt to distribute. The possession of drug-related paraphernalia (i.e. bongs, water pipes, vaporizers, grinders) is also prohibited. Examples of illicit drugs include: marijuana, molly (MDMA), cocaine, synthetic drugs, salvia, prescription drugs that have not been lawfully prescribed for the individual and the misuse of legally prescribed drugs by the individual to whom the drugs were prescribed.

The College reserves the right to notify the appropriate law enforcement agency regarding illegal alcohol and drug activity. An employee who is convicted of any criminal drug statute is required to notify the Office of Human Resources within five (5) days of such conviction. The College may take disciplinary action against any employee who is so convicted and/or require the employee to participate in a substance abuse assistance or rehabilitation program. Students violating the College's alcohol or drug policy or local/state/federal laws will be subject to the student conduct process outlined in the Student Handbook.

Any employee or student who is misusing or abusing alcohol or other drugs is urged to stop such activity voluntarily and to participate in a counseling or rehabilitation programs. Student Counseling and Health Services offers assistance to students and employees may seek assistance through the College's Employee Assistance Program and the College's health insurance plans. Information about the Employee Assistance Program can be found in the Employee Handbook and the employee benefits web page (www.conncoll.edu/employment/benefits/). Information about resources for students may be found in the Student Handbook.

Procedures for College Events with Alcohol

What Events are Covered

These regulations apply to all college events where alcoholic beverages will be served. College events include but are not limited to:

- Student sponsored (clubs/organizations/individuals)
- Faculty and administrative departments/offices
- Events held by individuals (faculty, staff, alumni, family) on behalf of the College for members of the College community
- Commencement related events, Reunion, Fall Weekend
- Events before/during/after athletic events

ON CAMPUS EVENTS	<p>Any event on campus with alcohol must be registered with the Events and Catering Office.</p> <p>Alcohol served on campus must be provided and served through Events and Catering or through a licensed, insured vendor. The Catering liquor permit requires Catering to also serve food at the event.</p> <p>Any alcohol at an event that is not provided by the licensed caterer/vendor may be confiscated. Individuals may not provide or bring their own alcohol into a college event on campus. <i>**Exceptions to this are noted in the Student Handbook.</i></p> <p>Alternate beverage service and food must be available at the event.</p> <p>Students and their guests 21 years or older must wear wristbands. The event sponsor is responsible for wristband purchase and distribution to only 21+ year old individuals.</p> <p>Alcohol service must end no later than 1 a.m. and/or at least 30 minutes prior to the scheduled end-time.</p> <p>Events with alcohol and students may not be held before the start of fall semester academic classes or on reading/review days.</p>
<i>Events with only students</i>	Please refer to the Student Handbook (Social Host). Clubs/organizations should also consult the Student Organization Handbook.
<i>Events with less than 25 individuals and no students</i>	Faculty and staff may request Catering to waive on-site bartender if they submit a plan detailing their plan for ensuring access to alcohol will be monitored and controlled.
<i>Events with 26+ individuals</i>	Must have an on-site bartender (one bartender is required per 50 individuals).

	In the event Catering cannot accommodate the request for alcohol service/bartender, alcohol and alcohol service must be provided and managed by a licensed, insured vendor.
<i>Locations</i>	<p>Events and Catering has a complete list of locations on campus where alcohol may be served.</p> <ul style="list-style-type: none"> • Alcohol may not be served in Hillel House and the Chapel (except with approval for religious purposes) or at the site of NCAA/NESCAC competitions (Athletic Center, tennis courts, soccer/turf fields, track, boat docks, and adjacent parking lots). • Alcohol service outdoors must be in a pre-defined area that is clearly demarcated for the duration of the event. • Humphrey’s Pub is a licensed operation with the State of Connecticut and as such follows all the rules and regulations in accordance with State of Connecticut Liquor Commission. Use of Humphrey’s may depend upon Humphrey’s staff availability.
<i>Athletic Events (Tailgating)</i>	<p>In addition to the rules for on campus events above, the following applies specifically to events occurring in conjunction with an athletic competition.</p> <p>Events with alcohol occurring in conjunction with athletic events (i.e. tailgating) must be registered with Events and Catering and receive approval from the Director of Athletics.</p> <p>Alcohol is not permitted at the active NCAA and/or NESCAC competition location.</p> <p>A bartender is required at these events. Only single serving, factory sealed alcohol (beer, wine) containers are permitted. Kegs, beer balls, or other common consumption containers are not permitted. Hard alcohol is not permitted.</p> <p>Event capacity may not exceed 75.</p> <p>Tailgating must be contained within a pre-designated, clearly defined area approved by the Director of Athletics. Alcohol may not leave the designated space. Alcohol may not be served out of vehicles (including cars, RVs, buses, rental trucks).</p> <p>Tailgating may not begin earlier than 90 minutes before the start of the game and must end at the start of the official game time. Tailgating may not continue during the game or resume after the game ends.</p> <p>Rapid consumption devices such as ice luges, funnels, beer hats, drinking tables/beer pong are prohibited.</p> <p>Campus Safety will periodically walk through the event.</p> <p>Failure to adhere to these policies or any underage consumption will result in the immediate end of the event.</p>
OFF CAMPUS	Alcohol may be permitted at off campus events with the stipulations

<p>EVENTS</p>	<p>outlined in this section.</p> <p>Alternate beverage service and food must be available at the event.</p> <p>Access to alcohol service must end no later than 1 a.m. and/or at least 30 minutes prior to the scheduled end-time.</p> <p>Events with alcohol and students may not be held before the start of fall semester academic classes or on reading/review days.</p> <p>Please refer to the Off Campus Travel policy for additional regulations regarding events off campus.</p>
<p><i>Events without students</i></p>	<p>These events are not required to be registered but the academic department chair or department/division administrative head must be notified in advance of the event.</p> <ul style="list-style-type: none"> The event sponsor is responsible for ensuring there is controlled/monitored alcohol service.
<p><i>Private events with students</i></p>	<p>Private events are open only to Connecticut College affiliated individuals and are not otherwise open to the public. These events must be registered as an event with Events and Catering and with the department head.</p> <ul style="list-style-type: none"> Students and their guests 21 years or older must wear wristbands. The event sponsor is responsible for wristband purchase and distribution to only 21+ year old individuals.
<p><i>Events with students open to the general public</i></p>	<p>These are events which are open to the general public and the College is not responsible for alcohol service. These events must be registered as an event with Events and Catering and with the department head.</p> <ul style="list-style-type: none"> These events do not require wristbands for students.
<p><i>Student Sponsored events</i></p>	<p>Student sponsored events in partnership with the Office of Student Engagement and New Student Programs must be approved by the Office of Student Engagement and New Student Programs and registered with Events and Catering.</p> <ul style="list-style-type: none"> The event sponsor is responsible for hiring an insured and licensed caterer to provide controlled alcohol service. Students and their guests 21 years or older must wear wristbands. The event sponsor is responsible for wristband purchase and distribution to only 21+ year old individuals. <p>Student Organizations are not permitted to have alcohol at off campus events.</p>
<p>PERSON(S) RESPONSIBLE FOR THE EVENT</p>	<p>Every event must have an “event sponsor” and a “responsible person”.</p> <ul style="list-style-type: none"> The “event sponsor” is the campus organization, department, office or individual that is sponsoring the event. The “responsible person” is the individual (or individuals) present for the duration of the event and oversees the event.

	The highest ranking individual, dean, department head, academic chair is responsible for compliance with the policy, whether the event is registered or not.
<i>Event Sponsor</i>	The event sponsor must ensure a licensed, insured vendor provides alcohol service. Event sponsors must also establish measures to prevent alcohol from being sold, distributed to, or possessed by individuals under the legal age of 21 years or to individuals who appear intoxicated. Such measures must include: <ul style="list-style-type: none"> • requiring proof of age from a valid government identification of individuals who will be served alcohol, • requiring 21+ students to wear wristbands to receive alcohol service, • monitoring and controlling alcohol service for the duration of the event. Alcohol may not be unattended at any point during an event.
<i>Responsible Person(s)</i>	The responsible person(s) must be 21 years of age or older and has the on-site authority and oversight of the event. This includes, but is not limited to: <ul style="list-style-type: none"> • being present and visible throughout the event • adherence to controlled alcohol service (i.e. age verification) • monitoring start and end times for alcohol service • refraining from consuming alcohol at the event • ensuring alcohol is not unattended and does not leave the event • addressing any problems or issues that arise during the event.
<i>Role of Campus Safety</i>	Campus Safety or other security personnel may be required for events on college property. Costs associated with this must be paid by the event sponsor. The event sponsor may request to have Campus Safety present or event registration details may prompt Events and Catering or the Office of Student Life to recommend or require security personnel to be present at the event. The decision will be based on several factors including: <ul style="list-style-type: none"> • History of the event and event sponsor • Nature of the event • Anticipated attendance
GENERAL EVENT REGULATIONS	
<i>The Sale of Alcohol Beverages</i>	An event where alcohol is sold (or there is an admission fee for an event with alcohol) requires a permit by the state of Connecticut. If the event sponsor is not using Events and Catering (which has a permit), the event sponsor is required to obtain the permit and provide a copy of the permit when registering the event with Events and Catering. Events with permits require a licensed, insured vendor. Events held in Humphrey’s campus bar do not require a separate permit as Humphrey’s has a permit to sell alcohol.
<i>The Service of Donated Alcohol</i>	There may be exceptional circumstances (i.e. Board of Trustees events) when alcohol is donated for a college event. Catering or a licensed vendor must be contracted to serve the alcohol. Donated alcohol for events with students must receive prior approval from the Office of Student Engagement and New Student Programs.
<i>Advertising Events with Alcohol</i>	The College permits advertising events with alcohol with following criteria. These criteria are in place for all forms of advertising including print and

	<p>electronic invitations, posters, announcements, and all other forms of advertising:</p> <ul style="list-style-type: none"> • All advertising must clearly reference the provision of non-alcoholic beverages and food. • All advertising must include the following statement: Only individuals 21 years of age and older (with a valid government issued identification) will be served alcohol. • Advertising may not include any reference to underage consumption, binge drinking or any other • abuse of alcohol, any graphics or pictures/photos that depict and/or promote alcohol or forms of alcohol consumption, or any reference to the quantity of alcohol being served at the event • All student-sponsored events (both private and public) require approval by the Office of Student Engagement and New Student Programs prior to being advertised in any forum. Private events with alcohol may only be advertised via private invitation.
--	--

Procedures for Non-College Events with Alcohol

What Events are Covered

These regulations apply to all events occurring on college campus property but are not otherwise affiliated with the college (*see college events with alcohol above*) where alcoholic beverages will be served. These events include but are not limited to:

- College-affiliated individuals (faculty, staff, alumni, family) use of facilities and the event is not related to College activities or functions.
- Events held by individuals, businesses or organizations (not affiliated with the College) who have contracted to use the College facilities.

<p>EVENT REGULATIONS</p>	<p>Any event on campus with alcohol must be registered with the Events and Catering Office.</p> <p>Alcohol served on campus must be provided through Events and Catering or through a licensed, insured vendor. The Catering liquor permit requires Catering to also serve food at the event.</p> <ul style="list-style-type: none"> • If Events and Catering does not provide the alcohol, proof of insurance must be submitted to Events and Catering two weeks before the event is scheduled to occur. <p>Alcohol must be monitored at all times by either the bartender or the sober responsible person.</p> <p>Any alcohol at an event that is not provided by the licensed caterer/vendor may be confiscated. Individuals may not provide or bring their own alcohol into a college event on campus.</p> <p>Alcohol provided at the event may not leave the event. Any alcohol not</p>
---------------------------------	---

	<p>consumed at the end of the event belongs to Catering (or the vendor).</p> <p>Alternate beverage service and food must be available at the event.</p>
<i>Events with less than 25 individuals and no students</i>	<p>Individuals may request Catering to waive on-site bartender if they submit a plan detailing their plan for ensuring access to alcohol will be monitored and controlled. The plan must include the names of the individual(s) serving the alcohol.</p> <p>The “responsible person” must sign a statement declaring that alcohol service will be monitored and controlled in accordance with the College’s policies.</p>
<i>Events with 26+ individuals</i>	<p>Must have an on-site bartender (one bartender is required per 50 individuals).</p> <p>In the event Catering cannot accommodate the request for alcohol service/bartender, alcohol and alcohol service must be provided and managed by a licensed, insured vendor.</p>
<i>Locations</i>	<p>Events and Catering has a complete list of locations on campus where alcohol may be served.</p> <ul style="list-style-type: none"> • Alcohol may not be served in Hillel House and the Chapel (except with approval for religious purposes). • Alcohol service outdoors must be in a pre-defined area that is clearly demarcated for the duration of the event. • Humphrey’s Pub is a licensed operation with the State of Connecticut and as such follows all the rules and regulations in accordance with State of Connecticut Liquor Commission. Use of Humphrey’s may depend upon Humphrey’s staff availability.
<i>The Sale of Alcohol Beverages</i>	<p>An event where alcohol is sold (or there is an admission fee for an event with alcohol) requires a permit by the state of Connecticut. If the event sponsor is not using Events and Catering (which has a permit), the event sponsor is required to obtain the permit and provide a copy of the permit when registering the event with Events and Catering. Events with permits require a licensed, insured vendor.</p> <p>Events held in Humphrey’s campus bar do not require a separate permit as Humphrey’s is licensed to sell alcohol.</p>
<i>The Service of Donated Alcohol</i>	<p>There may be exceptional circumstances when Events and Catering permits alcohol to be donated for an event. Catering must be contracted to serve the alcohol and a corkage fee will be charged.</p>
PERSON(S) RESPONSIBLE FOR THE EVENT	<p>Every event must have an “event sponsor” and a “responsible person”.</p> <ul style="list-style-type: none"> • The “event sponsor” is the organization, business, or individual sponsoring the event. • The “responsible person” is the individual (or individuals) present for the duration of the event and oversees the event. <p>In some instances, the event sponsor and responsible person may be the same individual.</p>
<i>Event Sponsor</i>	<p>The event sponsor must ensure a licensed, insured vendor provides alcohol service. Event sponsors must also establish measures to prevent alcohol</p>

	<p>from being sold, distributed to, or possessed by individuals under the legal age of 21 years or to individuals who appear intoxicated. Such measures must include:</p> <ul style="list-style-type: none"> • requiring proof of age from a valid government identification of individuals who will be served alcohol, • monitoring and controlling alcohol service for the duration of the event. Alcohol may not be unattended at any point during an event.
<i>Responsible Person(s)</i>	<p>The responsible person(s) must be 21 years of age or older and has the on-site authority and oversight of the event. This includes, but is not limited to:</p> <ul style="list-style-type: none"> • being present and visible throughout the event • adherence to controlled alcohol service • monitoring start and end times for alcohol service • refraining from consuming alcohol at the event • ensuring alcohol does not leave the event • addressing any problems or issues that arise during the event.