

IST Events with alcohol - Policies and procedures

For on-campus events, strictly for faculty and staff:

- Alcohol should not be served at a faculty/staff event before 3pm on a weekday
- Unrestricted funds can be used to purchase alcohol only if the event is sponsored and attended by the College Dean
- Faculty/staff events with alcohol should be limited to two events per year
- The cost of alcoholic beverages should not exceed more than \$25/person, which is equivalent to two drinks per person

For off-campus events, strictly for faculty and staff:

- Unrestricted funds can be used only if the event is sponsored and attended by the College Dean. Alcohol may be purchased as a personal expense on behalf of the event host and/or attending faculty and staff.
- If unrestricted funds are used, the cost of alcoholic beverages should not exceed more than \$25/person, which is equivalent to two drinks per person.

Events involving guests and donors:

- Events focused on networking, faculty/staff recruiting, and professional meetings are permitted on general funds, and restricted funds if permitted by the guidelines or regulations for the account. Events with a development or fundraising purpose must be charged to a development account (general or unrestricted).
- Events with a primarily social purpose must be paid on unrestricted donor funds.
- Spouses and partners of employees are permitted at these events, but all costs related to spouses and partners must be paid on unrestricted donor funds.
- Events with undergraduate attendees should avoid serving alcohol. If more than 50% of attendees are under the age of 21, the event should be held without alcohol.
- Alcoholic beverages may only be served at events involving students if approved prior to the event and must comply with the general provisions for alcoholic beverages. Alcoholic beverages are never permitted as a cost of recruiting students. The following approvals are required:
 - Graduate Students: Budget Executive
 - Undergraduate Students: Vice President for Student Affairs
- The person requesting the event is responsible for the conduct of the attendees and must remind students of the Student Code of Conduct prior to the event (if applicable).
- Persons under the age of 21 years may not purchase, consume, possess, or be served Alcoholic Beverages. It is the responsibility of the person(s) distributing Alcoholic Beverages to determine the age of the recipient. All bartenders must be RAMP certified per the Pennsylvania Liquor Control Board (PLCB) requirements.
- If children are in attendance, serving of alcoholic beverages is discouraged.

Approved by Dean Tapia 8.27.24

For further information, please refer to the university's [FN10 policy](#).

For any event in which alcohol will be served:

- The Alcoholic Beverage Self-Assessment form must be completed.
<https://policy.psu.edu/policies/ad18>

Approved by Dean Tapia 8.27.24

For further information, please refer to the university's [FN10 policy](#).