



Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors)

POLICY STATEMENT

Cornell University will assist members of the university community in understanding the risks associated with consuming alcohol, and the need to prevent the harm that results from its misuse and abuse. The university permits the purchase and use of alcoholic beverages under certain conditions, but expects individuals to take specific measures to help prevent alcohol abuse in its community. The unlawful manufacture, distribution, dispensation, possession, use, and/or sale of controlled substances or other illegal drugs is prohibited.

REASON FOR POLICY

The university is committed to upholding local, state, and federal law; requiring proper management of events where alcoholic beverages will be served; minimizing the misuse of alcoholic beverages; maintaining a drug-free workplace; and providing education on the risks associated with the use and abuse of alcohol and other drugs.

ENTITIES AFFECTED BY THIS POLICY

All units of the university (excluding the Weill Cornell Medical College)

WHO SHOULD READ THIS POLICY

- All members of the Cornell University community
- Anyone planning a campus event
- Anyone dispensing alcohol on university-owned or managed property

WEB ADDRESS FOR THIS POLICY

<https://www.dfa.cornell.edu/policy/policies/alcohol-and-other-drugs-students-staff-faculty-and-visitors>

**The Policy Office website houses the most current versions of all standardized university policies, at www.policy.cornell.edu.*

Policy 4.8 Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors)

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RELATED DOCUMENTS

| University Documents | Other Documents |
|---|---|
| University Policy 3.2, University Travel | Appropriate Sponsor Regulations (For Sponsored Projects) |
| University Policy 3.4, Use of Cornell Vehicles | Drug Free Schools and Campuses Act: Part 86 of EDGAR (34CFR Part 86) |
| Campus Code of Conduct | Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, subtitle D) |
| Department of Athletics and Physical Education Student-Athlete Handbook | Federal Omnibus Transportation Employee Testing Act |
| Department of Campus Life Cooperative Residence Contract Information | New York State Alcoholic Beverage Control Law |
| Drug-Free Workplace Statement | New York State General Obligations Law, Article 11, Title 1, Sections §11-100, §11-101 |
| Living on Campus: Community Rules and Standards | New York State Alcohol Beverage Control Law |
| Event Planning Handbook | New York State Penal Law, Title K, Section §170, Criminal Possession of a Forged Instrument |
| | New York State Penal Law, Title K, Section §260.20, Unlawfully Dealing With a Child In the First Degree |
| | New York State Penal Law, Title M, Article 220, Controlled Substances Offenses |
| | New York State Penal Law, Title M, Article 221, Possession and Sale of Marihuana |

Policy 4.8 Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors)

CONTACTS

If you have general questions about University Policy 4.8, Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors), or questions about educational programs or event registration, call the following offices:

| Subject | Contact | Telephone | E-mail/Website |
|--|---|----------------------------------|---|
| Policy Clarification and Exceptions – Students, Faculty, Staff, and Visitors | Risk Management and Insurance | (607) 254-1575 | risk_mgmt@cornell.edu www.risk.cornell.edu |
| Use of University Property Form/Event Registration | Student Activities Office | (607) 255-4169 (607) 255-3513 | event_reg@cornell.edu www.activities.cornell.edu/EventReg/ |
| Educational Programs on Alcohol and Other Drugs – Faculty and Staff | Faculty and Staff Assistance Program (FSAP) | (607) 255-2673 | fsap@cornell.edu (for non-confidential and non-urgent communication only) www.fsap.cornell.edu |
| | Cornell University Police Department | (607) 255-1111 (non-emergencies) | cu_police@cornell.edu www.cupolice.cornell.edu |
| Prevention Programs and Initiatives on Alcohol and Other Drugs – Students | Cornell Health | (607) 255-4782 | cornellhealth@cornell.edu https://health.cornell.edu/initiatives/skort-on-center/alcohol-other-drug-initiatives |
| | Cornell University Police Department | (607) 255-1111 (non-emergencies) | cu_police@cornell.edu www.cupolice.cornell.edu |

If you have other questions about specific issues, call the following offices:

| Subject | Contact | Telephone | E-mail/Website |
|---|---|----------------|---|
| Building Coordinators | Customer Service Center, Facilities Management | (607) 255-5322 | fcscrequest@cornell.edu www.fs.cornell.edu/fs/fs_facilFind.cfm |
| Campus Code of Conduct | Office of the Judicial Administrator | (607) 255-4680 | judadmin@cornell.edu cuinfo.cornell.edu/Admin/judicial_system.html |
| Caterers, Insured | Risk Management and Insurance | (607) 254-1575 | risk_mgmt@cornell.edu http://www.risk.cornell.edu/events-management/caterer-list/ |
| Counseling – Faculty, Staff, and Employees | Faculty and Staff Assistance Program (FSAP) | (607) 255-2673 | www.fsap.cornell.edu |
| Counseling – General | Cornell United Religious Work (CURW) | (607) 255-4214 | www.curw.cornell.edu |
| Counseling – Students | Counseling and Psychological Services, Cornell Health | (607) 255-5155 | https://health.cornell.edu/services/counseling-psychiatry |
| | Empathy, Assistance, and Referral Service (EARS) | (607) 255-3277 | ears@cornell.edu ears.dos.cornell.edu |

Policy 4.8 Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors)

CONTACTS, CONTINUED

| Subject | Contact | Telephone | E-mail/Website |
|--|--|--|---|
| Disability – Faculty, Staff, and Employees | Workforce Diversity and Inclusion | (607) 255-3976 | owdi@cornell.edu hr.cornell.edu/diversity/ |
| | Medical Leaves Administration | (607) 255-1177 (607) 255-7066 (TTY) | benefits@cornell.edu hr.cornell.edu/benefits/medical_leaves/ |
| Disability – Students | Student Disability Services | (607) 254-4545 | sds_cu@cornell.edu sds.cornell.edu |
| <u>Emergency</u> | | | |
| • Life-Threatening | Cornell University Police Department | 911 | |
| • Non-Life-Threatening | Cornell University Police Department | (607) 255-1111 | cu_police@cornell.edu |
| Employment Issues | Local Human Resources Representative | | |
| Funding, Student Organizations | Student Assembly Finance Commission (SAFC) | (607) 255–3715 | saafc@cornell.edu www.assembly.cornell.edu/SAFC/Home |
| | Graduate and Professional Student Assembly Finance Commission (GPSAFC) | (607) 255–3715 | gpsafc@cornell.edu www.assembly.cornell.edu/GPSAFC/Home |
| Off-Campus Events with Alcohol | Your Department or Unit Head | | |
| | Risk Management and Insurance | (607) 254-1575 | risk_mgmt@cornell.edu http://www.risk.cornell.edu/events-management/special-events-guidelines/ |
| On-Campus Events with Alcohol | | | |
| • Alumni Events | Events Management, Alumni Affairs and Development | (607) 254-6167 | |
| • Athletic Events | Department of Athletics and Physical Education | (607) 255-6410 | |
| • Cooperatives, University-Owned | Housing Office, Campus Life | (607) 255-5368 | housing@cornell.edu cooperatives.campuslife.cornell.edu |
| • Events Sponsored By Academic or Administrative Departments | Your Department or Unit Head | | |
| | Risk Management and Insurance | (607) 254-1575 | risk_mgmt@cornell.edu http://www.risk.cornell.edu/events-management/special-events-guidelines/ |
| • Fraternities and Sororities | Office of Fraternity and Sorority Affairs | (607) 255-2310 | greeks@cornell.edu dos.cornell.edu/dos/greek/ |
| • Graduate and Professional Student Housing | Graduate and Professional Student Housing, Campus Life | (607) 255-5533 | housing@cornell.edu www.campuslife.cornell.edu/campuslife/housing/gradhousing.cfm |

Policy 4.8 Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors)

CONTACTS, CONTINUED

| Subject | Contact | Telephone | E-mail/Website |
|---|--|--|--|
| • Residential Halls | Residential Programs, Campus Life | (607) 255-5533 | |
| • Student Organizations | Student Activities Office | (607) 255-4169 | activities@cornell.edu www.dos.cornell.edu/activities/sao_handbook/reg_events.cfm |
| • All Others | Risk Management and Insurance | (607) 254-1575 | risk_mgmt@cornell.edu www.risk.cornell.edu/events_property/default.cfm |
| Alcohol and Other Drug Services and Crisis Lines | Alcoholics Anonymous | (607) 273-1541 | www.aa.org |
| | Alcohol and Drug Council of Tompkins County | (607) 274-6288 | www.alcoholdrugcouncil.org |
| | Cayuga Addiction Recovery Services | (607) 273-5500 | www.carsny.org |
| | Counseling and Psychological Services, Cornell Health Services | (607) 255-5208 | https://health.cornell.edu/services/alcohol-other-drug-services |
| | National Alcohol & Drug Abuse Crisis Line | (800) 234-0420 | |
| | Focus On Recovery | | |
| | Narcotics Anonymous | (607) 387-8292 | |
| | New York State Office of Alcoholism and Substance Abuse Services Information Line | (800) 522-5353 | www.oasas.state.ny.us |
| Suicide Prevention and Crisis Service of Tompkins County | (607) 272-1616 | www.suicidepreventionandcrisis.org/ | |
| Risk Management and Insurance | Risk Management and Insurance | (607) 254-1575 | risk_mgmt@cornell.edu www.risk.cornell.edu |
| Sale of Alcoholic Beverages | Conference Services, Campus Life | (607) 255-6290 | confserv@cornell.edu www.campuslife.cornell.edu/campuslife/conferenceservices/ |

Policy 4.8 Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors)

DEFINITIONS

These definitions apply to these terms as they are used in this policy.

| | |
|---------------------------------------|--|
| Agent of the University | Anyone authorized to act on behalf of the university. |
| Campus Organization | A student organization registered with the university, either a "University" or an "Independent" organization. This includes fraternities and sororities. |
| Controlled Substance | A drug or other substance, or immediate precursor, included in schedule I, II, III, IV, or V of part B of title 21 USCS Section 812 of the Federal Controlled Substances Act. |
| Event Sponsor | An individual or group planning an event with responsibility for adherence to this policy during all stages of the event. |
| Independent Organization | A student organization that is registered with the university; has a volunteer advisor; and is not supported by a university department or unit. |
| Major Event with Alcohol | A function attended by 50 or more people that includes the service of alcohol and requires the completion of a Use of University Property Form. |
| On Campus | On property that is owned, operated, or maintained by the university. (For fraternities and sororities, other policies, at least as restrictive as this policy, govern alcohol consumption and distribution.) |
| Open Event (Public Event) | A function that is open to members of the university and local community, and to which the public is expressly invited to attend through print, audio, or word-of-mouth advertising. |
| Responsible Person | At the time of registration for an event involving alcoholic beverages, the individual, designated by the event sponsor, with responsibility for managing the event. |
| Sale of Alcoholic Beverages | The act of dispensing alcohol through direct sale, or at a function where alcohol is dispensed and any of the following occur: <ul style="list-style-type: none">• an admission charge or tickets are sold• donations are collected• items are bartered or traded in exchange for alcoholic beverages• food is sold (even if alcohol is free) |
| Service of Alcoholic Beverages | The dispensing of alcoholic beverages in any fashion (whether sold or given away) for consumption by an individual. |
| Underage | Under twenty-one years of age. |
| University Event | An event that is sponsored by an individual or entity on behalf of the university, or an event that takes place on university-controlled property. |

Policy 4.8

Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors)

DEFINITIONS, *CONTINUED*

| |
|--------------------------------|
| University Organization |
|--------------------------------|

A student organization that:

- is registered with the university;
 - is affiliated with a university department or unit that acknowledges the organization as part of its activities;
 - has been assigned an employee or graduate student to advise on and oversee the organization's activities;
 - sponsors activities that relate to the education, research, and community service missions of the university and to the goals or objectives of the department or unit of affiliation.
-

Policy 4.8

Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors)

OVERVIEW

Introduction

This comprehensive policy and the procedures set forth herein are intended to protect the learning environment, to promote the safety of the university community, and to reinforce the university's missions of teaching, research, and public service.

The university seeks to uphold federal, state, and local laws regarding the use of alcohol and controlled substances, and to foster a collegial environment through compliance with the Campus Code of Conduct. The Campus Code of Conduct, which sets forth disciplinary procedures and sanctions for violations of this policy, has jurisdiction over activities and events that occur on university property, at any property or facility used by the university for educational purposes, or in university-related residences (e.g., residential fraternities and sororities on or off campus).

In the event of violation of this policy or the Campus Code of Conduct, the university will impose disciplinary sanctions on students and employees, consistent with local, state and federal law, up to and including the mandatory completion of an appropriate rehabilitation program, expulsion from the university, or termination of employment (see the "Related Documents" and the "Appendix D" sections of this document more information).

This policy is divided into three major categories:

- **"Overview"**
- **"General Guidelines Regarding Alcohol and Other Drugs"**
- **"Procedures For Events With Alcohol"**

"General Guidelines Regarding Alcohol and Other Drugs" provides information about the university's position on alcohol and other drugs and where to go for education and referral about their use. This section of the policy sets a minimum standard applicable to all university community members and anyone participating in events covered by this policy.

"Procedures For Events With Alcohol" states the prescribed method for registration and notification for events where alcohol will be served, as well procedures for the proper dispensing of alcoholic beverages at these events. These procedures must be followed by academic units, administrative units, campus organizations, departments, residence facilities, and anyone holding an event on university-controlled property.

Policy 4.8

Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors)

OVERVIEW, *CONTINUED*

Responsible Offices

Because of the serious implications of the use of alcohol and other drugs, and the need to foster a healthy social environment based on individual responsibility, four offices of the university are designated as Responsible Offices, each playing a critical role in this policy:

1. Risk Management and Insurance, for issue of risk, insurance, and catering, as well as other general policy clarification
2. Within the Office of the Dean of Students, the Office of Fraternity and Sorority Affairs handles events sponsored by fraternities and sororities (including events held by groups or organizations renting or leasing fraternity or sorority houses), and the Office of Student Activities handles events sponsored by registered organizations, and the administration of the Use of University Property Form
◆Note: The Office of Student Activities administers the Use of University Property Form for departments and units as well as for students.
3. The Faculty and Staff Assistance Program (FSAP), for issues of individual alcohol and drug use by faculty and staff, and associated education and referral
4. Gannett Health Services, for issues of individual alcohol and drug use by students, and associated education and referral
5. The Division of Human Resources, through the office of Workforce Policy and Labor Relations, and Division of Financial Affairs, shall share responsibility for reporting of drug-related, criminal convictions that occurred in the workplace of individuals paid from federal funds in accordance with the Drug-Free Workplace Act.

Responsibility for Compliance

Responsibility for compliance with this policy, during all phases of an event, rests with the dean, department or unit head, or the highest-ranking individual or officer of the organization or group sponsoring the event. Additionally, during an event the responsible person bears certain responsibilities (see the “*Responsible Person*” segment of this document).

Policy 4.8

Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors)

OVERVIEW, *CONTINUED*

Department and Unit Responsibility

Departments and units may uphold more restrictive regulations than those set forth in this policy. In all instances, however, this policy is a minimum university standard, and departments and units are expected to provide any specific education and training that is necessary for adherence.

Staff and Faculty Member Responsibility

Staff or faculty members (including student employees) are agents of the university. As such, they are expected to uphold the standard promulgated by this policy, through the maintenance of a workplace free of illegal drugs and alcohol abuse; and to behave in a responsible manner around these substances.

Organization Responsibility

All campus organizations (see the “*Definitions*” section of this document) are expected to manage events according to the procedures set forth here. Those members of an organization who preside over its governance, or who have been granted internal authority to manage events, are held collectively and individually responsible for compliance with this policy.

◆**Note:** The Office of Fraternity and Sorority Affairs maintains its own policies and procedures regarding alcohol and other drugs, consistent with and in support of University Policy 4.8, Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors). For more information, contact the Office of Fraternity and Sorority Affairs.

Individual Responsibility

Throughout their association with Cornell University, members of the faculty or staff, students, volunteers, and visitors are expected to uphold the law and act in a way that demonstrates the principle of “freedom with responsibility.” In addition, each member of the university community shares responsibility for its members' collective health and safety. So that the university may comply with the Drug-Free Workplace Act, individuals are obligated to notify the Office of Workforce Policy and Labor Relations in the Division of Human Resources within five days of being convicted of a criminal drug-related offense that occurred in the workplace.

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Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors)

OVERVIEW, *CONTINUED*

Use of Alcohol In Undergraduate Student Residence Facilities

Actions that take place in private residences, including apartments, (whether or not university-owned), and private rooms within residence halls and cooperative or small living units, are governed by applicable laws and regulations, and the terms and conditions of the residential contract. The procedures contained in the *"Procedures for Events With Alcohol"* section of this policy are applicable whenever the sale or service of alcoholic beverages takes place in any university-shared area (including, but not limited to, a residence hall lounge, cooperative living room, or a communally shared space within a small living unit).

◆**Note:** The terms and conditions of the residential contract, whether on or off campus, may be more restrictive than this policy. For example, consumption of alcoholic beverages in the shared areas within undergraduate residence facilities is prohibited by the residential contract.

Use of Alcohol In Graduate and Professional Student Residence Facilities

Residents of Graduate and Professional Student Housing facilities who are twenty-one years of age or older are permitted to use alcohol in these residence facilities. In such circumstances, individuals are governed by applicable laws and regulations, and the terms and conditions of the residential contract. However, the procedures contained in the *"Procedures for Events With Alcohol"* section of this policy are applicable whenever an event includes the sale of alcoholic beverages.

Failure to Comply and Liability

Failure to abide by the provisions of this policy may result in the denial of permission to use university property and/or funding for future events, as well as other disciplinary and/or legal procedures as appropriate. For a staff or faculty member, this may include dismissal and/or criminal prosecution (see the *"Appendix D"* section of this document for a description of sanctions related to the use and distribution of alcohol and other illegal drugs).

◆**Caution:** Nothing contained in this policy will relieve any person or organization of civil or criminal liability, or the responsibility to comply with any law, regulation, or statute.

Policy 4.8 Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors)

GENERAL GUIDELINES REGARDING ALCOHOL AND OTHER DRUGS

General Restrictions

Possession of Alcohol

It is illegal in New York State and prohibited by the university for any person under the age of 21 to possess any alcoholic beverage with the intent to consume the beverage; or for alcoholic beverages to be made available, by sale or otherwise, to anyone under 21 years of age, or to anyone who is visibly intoxicated (see the *“Related Documents”* and the *“Appendix D”* sections of this document more information about applicable laws and a description of sanctions).

Other Drugs

It is illegal and prohibited by the university for an individual to manufacture, possess, use, dispense, sell, or distribute controlled substances or other illegal drugs (as defined by state and federal law). For more information on laws regarding illegal drugs or controlled substances, contact the Cornell University Police Department or the Judicial Administrator (see the *“Related Documents”* and the *“Appendix D”* sections of this document more information about applicable laws and a description of sanctions).

False Identification

It is illegal and prohibited by the university for an individual to present any identification or evidence of age that is false, fraudulent, or not actually his or her own, for any purpose including that of obtaining or attempting to obtain an alcoholic beverage or controlled substance. Also prohibited is the presentation of such evidence for the purposes of being served an alcoholic beverage on campus or at any other university event (see the *“Related Documents”* and the *“Appendix D”* sections of this document more information about applicable laws and a description of sanctions).

Advertisements and Promotion

Alcohol Advertisement

Publications that receive some or all of their funding from university sources (including the Student Assembly Finance Commission (SAFC) and Graduate and Professional Student Assembly Finance Commission (GPSAFC)) must not accept advertising that promotes the consumption of alcoholic beverages.

Policy 4.8

Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors)

GENERAL GUIDELINES REGARDING ALCOHOL AND OTHER DRUGS, *CONTINUED*

Promotion of Events

Depictions of the following may not be used to promote events:

- all-you-can-drink activities;
- drinking games;
- price specials on alcohol;
- promotions or prizes featuring alcohol;
- complimentary alcoholic beverages;
- free alcoholic beverage with purchase of ticket;
- specific names of beverages containing alcohol, except wines or beers at Statler Hotel events.

◆ **Note:** This list is not exhaustive; it is meant to provide examples of the types of activities that are considered by the university as promoting alcohol consumption. It is also not intended to cover alcohol consumption related to content of curriculum or research objectives.

Use of Logo, Seal, Insignia, or Mascot

University, college, unit, or office logos, seals, insignias, or mascots should not be used in conjunction with any materials that promote alcoholic beverages or that promote the use of alcohol or controlled substances.

Athletic Events

During certain Cornell athletic events, there are designated areas for gatherings, such as receptions, picnics, and tailgates, that may include the service of alcoholic beverages. For information on these departmental guidelines, contact the Department of Athletics.

Purchasing Alcohol with University and Student Activity Fee Funds

Alcoholic beverages may not be purchased with any state or federal appropriated funds. For more information, contact Sponsored Funds Accounting.

Schools, colleges, departments, or units determine the permissibility of charging alcoholic beverages to university accounts. For more information, contact the department or unit's administrative office.

Policy 4.8

Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors)

GENERAL GUIDELINES REGARDING ALCOHOL AND OTHER DRUGS, *CONTINUED*

Undergraduate Student Organizations

Student organizations that receive funding from the SAFC must get approval from that body for the purchase of any alcoholic beverages with funds it provides. For more information, contact the SAFC, Office of the Assemblies.

Graduate and Professional Student Organizations

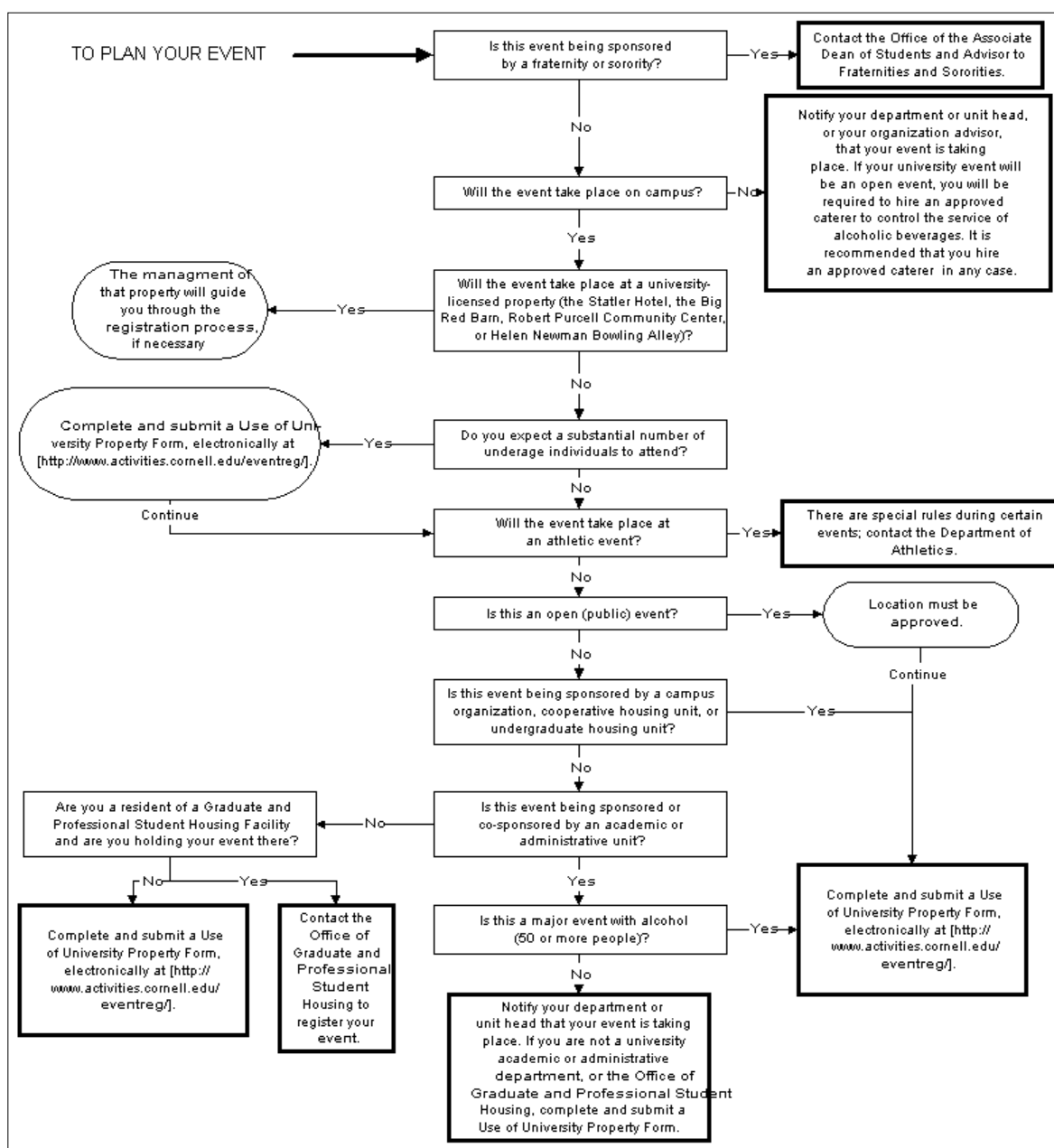
Graduate and professional student organizations that receive funding from the GPSAFC must get approval from that body for the purchase of alcoholic beverages with funds it provides. For more information, contact the GPSAFC, Office of the Assemblies.

Policy 4.8 Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors)

PROCEDURES FOR EVENTS WITH ALCOHOL

Introduction and Flow Chart

The flow chart below describes the steps you will need to take if you are planning a university event with alcohol. The segments that follow the flow chart describe these procedures in greater detail.



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Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors)

PROCEDURES FOR EVENTS WITH ALCOHOL, *CONTINUED*

What Events Are Covered

These regulations apply to all university events (see the “*Definitions*” section of this document) where alcoholic beverages will be served.

University events include, but are not limited to the following:

- any events held on campus, including events sponsored by groups that lease or use university property
- fraternity and sorority events
- campus organization events
- commencement events
- department or unit events
- events held by individuals, on behalf of the university, for members of the university community (whether on or off campus)

As you proceed through this document, you will learn what approval and/or registration or notification is required for your event.

General Events Management

Listed below are restrictions regarding events covered by this policy. Please read these paragraphs to assist you in planning your event. The service of alcoholic beverages, (see the “*Definitions*” section of this document), including beer, wine, and liquor, is permitted only according to the principles set forth in this document and New York State Law.

Please see the “*Appendix A*” section of this document for general rules and suggestions for responsible management and use of alcoholic beverages at your event.

◆**Caution:** Beer kegs and balls are allowed at university events only if an insured and licensed caterer is hired to serve the beer on a per-drink basis.

Underage Participants

If a substantial number of expected attendees at your on-campus event are underage, you will be required to complete a Use of University Property Form. In most cases, you will be required to hire an insured and licensed caterer for your event.

◆**Note:** The expected attendance of underage individuals at your event may prohibit the service of alcohol.

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Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors)

PROCEDURES FOR EVENTS WITH ALCOHOL, *CONTINUED*

Events Where an Admission Fee is Charged

At events where an admission fee is charged, alcoholic beverages must be purchased and served on an individual basis only to those 21 years of age and over. The charge for alcoholic beverages must be separate from the charge for admission into the event.

Events Where No Admission Fee is Charged

At events where no admission fee is charged and alcohol is provided at no charge, alcoholic beverages must be served on an individual basis only to those 21 years of age and over.

Sale of Alcoholic Beverages

The sale of alcoholic beverages (see the “*Definitions*” section of this document) at university events, including beer, wine, and liquor, is prohibited unless under the auspices of an insured and licensed caterer, who must post the appropriate New York State Liquor Authority permit (for more information, contact Conference Services, Campus Life).

The university licenses the following properties, and the stated caterer must be used at all times:

| Facility | Caterer |
|---|---------------------|
| Big Red Barn, Robert Purcell Community Center | Cornell Catering |
| Helen Newman Bowling Alley | Athletic Department |
| Statler Hotel | Statler Hotel |

◆**Note:** Events that take place at the above locations are sometimes exempt from event registration. See the “*Events at University-Licensed Properties*” segment of this document for more information.

Concerts and Athletic Events

Alcoholic beverages are not permitted at concerts or at athletic events. While waiting in line for these events, no person may possess or consume alcoholic beverages.

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Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors)

PROCEDURES FOR EVENTS WITH ALCOHOL, *CONTINUED*

Non-alcoholic Beverages and Food

Sufficient quantities of non-alcoholic beverages and substantial food must be available at all times during an event at which alcohol is served. A punch or beverage containing alcohol must be clearly labeled as such.

Fraternity and Sorority Events

The Office of Fraternity and Sorority Affairs maintains its own approval and registration process for events with alcohol, which is consistent with and in support of University Policy 4.8, Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors). For more information, contact the Office of Fraternity and Sorority Affairs.

Events at University- Licensed Properties

The day-to-day service of alcohol at a university-licensed property does not require event registration or the completion of a Use of University Property Form.

However, events held at university-licensed properties (i.e., the Statler Hotel, the Big Red Barn, Helen Newman Bowling Alley, and Robert Purcell Community Center) will be subject to the same registration procedures as events held in any other location.

◆ **Note:** An event with alcohol held at the Statler Hotel does not require the completion of a Use of University Property Form unless it involves a student organization (either graduate or undergraduate).

On-campus Vs. Off- campus Events

University events with alcohol that are held on campus (see the *"Definitions"* section of this document) may require the completion of a Use of University Property Form (see the *"Forms"* section of this document). Although those held off campus do not require this form, they are subject to the provisions of this policy, including event notification (see the *"Off-campus Events"* segment of this document).

Open Events

On-campus Open Events

If you are planning to serve alcohol at an on-campus open event, you must obtain permission from the building coordinator (or other individual responsible for making room reservations) in charge of the building where

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PROCEDURES FOR EVENTS WITH ALCOHOL, *CONTINUED*

the event will take place. A list of building coordinators is available from the Customer Service Center, Facilities Management (see the “*Contacts*” section of this document). In addition, you must fill out a Use of University Property Form. You will be required to hire an insured and licensed caterer for your event.

Off-campus Open Events

If your university event will be an off-campus open event with alcohol, you must hire an insured and licensed caterer to control the service of alcohol.

Use of University Property Form

The following entities wishing to serve alcoholic beverages at any event that takes place on campus (except for events at university-licensed properties--see the “*Events at University-Licensed Properties*” segment of this document) must complete a Use of University Property Form:

- a campus organization (see the “*Definitions*” Section of this document)
- any individual not acting on behalf of an academic or administrative department (this applies to both members and non-members of the university community)
- anyone planning an open (public) event
- anyone planning an event at which a substantial number of expected attendees are under twenty-one years of age
- anyone planning an event at which the expected attendance is fifty people or greater

Electronic submission of the form begins a series of approvals and communications that will promote adherence to this policy and proper coverage during the event, such as by the Cornell University Police Department (CUPD). The Use of University Property Form will enable the proper parties to do the following:

- convey information to the CUPD or other offices about events at which alcohol is to be sold or served on campus
- inform offices and campus organizations of the individuals who are responsible for such events
- inform the individuals in charge about their responsibilities and the possible consequences of their actions

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PROCEDURES FOR EVENTS WITH ALCOHOL, *CONTINUED*

- encourage increased communication within the groups or living units involved with events at which alcohol is to be served

The Use of University Property Form should be completed as early as possible, as turnaround time for approval can vary. Whenever possible, its submission should be at least 15 working days in advance of the event, and before the event is advertised. To register your event using this form, go to www.activities.cornell.edu/eventreg/.

◆**Note:** When an individual or organization is planning a series of on-campus events with alcohol, it is sometimes permissible to complete a “multiple event registration” through the Use of University Property process. For more information, contact Student Activities.

Off-campus Events

An individual planning an off-campus event with alcohol on behalf of a department or unit, e.g., departmental party, must notify the head of the department or unit. Individuals and groups within academic or administrative departments and units are not required to register their off-campus events with alcohol. However, hiring an insured and licensed caterer to control the service of alcohol is recommended.

Additional Approval Procedures

Additional procedures or guidelines may be required by individual university departments or governing bodies. Organizations or event sponsors should check with the particular department to make sure all requirements are understood.

◆**Note:** Permits for outdoor amplified sound must be approved from the City of Ithaca at least three weeks in advance of the event. They are available from the City of Ithaca, or from the Office of Student Activities, 521 Willard Straight Hall.

Responsibility During Your Event

Every event, whether or not it is registered through the Use of University Property Form, must have both an “event sponsor” and a “responsible person.” The event sponsor is often a campus organization, department, or unit, and the responsible person is an individual (or, in some cases more than one individual) assigned to attend and oversee an event.

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PROCEDURES FOR EVENTS WITH ALCOHOL, *CONTINUED*

Responsibility for compliance with this policy, during all phases of a university event with alcohol, whether it is registered or not, rests with the dean, department head, or highest-ranking officer of the organization sponsoring the event. During the event, the responsible person(s) also bears certain responsibilities (see the “*Responsible Person*” segment of this document).

◆**Caution:** When the group sponsoring an event is governed by more than one person, each of these individuals shares this responsibility equally and fully.

Event Sponsor

The department, unit, or organization sponsoring an event must establish measures to prevent alcoholic beverages from being sold, distributed to, or possessed by people under 21 years of age or to people who appear intoxicated. Such measures must include, but are not limited to the following:

- appointment of the responsible person
- requiring proof of age of individuals who will be served
- training of bartenders and others who supervise the dispensing of alcoholic beverages

Responsible Person

The responsible person for the event will be listed on the Use of University Property Form (if one is required), have authority and oversight regarding the dispensation of alcoholic beverages, and have responsibility for coordination of the event if alcoholic beverages are either given away or sold. This individual should have a basic understanding of Alcoholic Beverage Control laws, service methods, and measures for service control; must be present throughout the event and its clean-up; and must be 21 years of age or older. In addition, it is expected that the responsible person will refrain from consuming alcoholic beverages at the event.

The responsible person should monitor the starting and ending times for the caterer's dispensation of beverages (if one is present). During the event registration process, information sessions and resource materials will be provided to the responsible person through the Office of the Dean of Students, Student Activities, Gannett Health Services, Campus Life, and the CUPD.

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PROCEDURES FOR EVENTS WITH ALCOHOL, *CONTINUED*

**The Cornell
University Police
Department (CUPD)**

The CUPD officers or other security personnel may be required to attend events on university property. Costs associated with this requirement must be paid by the sponsoring organizations. At the time of the event registration, the decision will be made by the CUPD in consultation with the Associate Dean of Students, Student Activities. This decision will be based on several factors, including:

- the history of the event and the sponsoring group
- the nature of the event
- the anticipated attendance
- other factors as appropriate

Cornell Policy Library
Volume 4, Governance/Legal
Responsible Executive: Vice
President, Student and
Academic Services
Responsible Offices: Risk
Management and Insurance/
Dean of Students/Faculty and
Staff Assistance
Program/Gannett Health
Services
Issued: May 1999
Last Updated: March 22, 2019

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FORMS

Form 1
Online "[Use of University Property Form](#)"

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APPENDIX A: GUIDELINES FOR RESPONSIBLE MANAGEMENT

Guidelines for Responsible Management and Use of Alcoholic Beverages

If alcohol will be served at your event, take precautions to encourage moderation by your guests. Remember that as the host, you have responsibility for management of the event. Adhering to the following guidelines will help in planning your event and ensure that there is responsible use of alcohol:

- Purchase only the amount of alcohol that you need. A good rule of thumb is no more than one drink per person per hour.
- Hire a caterer to assume the responsibility for the use of alcohol. Prior to the event, discuss with the caterer the amount of alcohol that you expect the caterer to serve and the type of event that you are having.
- Always serve food. High-protein and carbohydrate foods are best, because they slow the rate at which alcohol is absorbed.
- Whether you have a caterer or not, always have a bartender who is familiar with New York State laws and who can control the serving of the alcohol. Your bartender should:
 - require proof of age
 - stop serving someone who has had too much to drink
 - not rush to refill empty glasses
 - not allow guests to serve themselves
 - stop serving alcohol about an hour before the event ends and serve coffee, non-alcoholic beverages, and food instead
- Promote the designated driver concept at your event. Be prepared to provide alternate transportation for drivers who have had too much to drink (taxis, buses, etc.).

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APPENDIX B: FREQUENTLY ASKED QUESTIONS

General Comments

In general, when planning an event, you should consider the following factors to ensure compliance with this policy:

- the age of the attendees (see the “*General Restrictions*” and “*Planning Your Event*” sections of this document)
- the event location (see the “*Planning Your Event*” section of this document)
- the event sponsor (department, undergraduate student organization, graduate student organization, visitor, fraternity or sorority--see the “*Planning Your Event*” section of this document)
- how the event will be managed (see the “*Responsibility During Your Event*” section of this document)

The following questions are meant to provide general guidance for members of the university community.

I am a member of a registered graduate and professional school organization. What do I need to do to have alcohol at an organization event on campus?

In general, if all attendees will be 21 years of age or over, you need only complete a Use of University Property Form. This may be done online at www.activities.cornell.edu/EventReg/.

When do I need to hire a caterer to serve alcohol at my event?

An individual or group hosting an event on campus where alcohol will be served must hire an insured and licensed caterer if either of the following conditions is met:

- beer will be served from a beer ball or a keg
- any alcohol will be sold (see “*Sale of Alcoholic Beverages*” in the “*Definitions*” section of this document)

◆**Note:** You will, in most circumstances, be required to hire an insured and licensed caterer if a substantial number of expected attendees are under age (see the “*Use of University Property Form*” segment of this document).

How can I be a responsible event planner?

In order to be a responsible event planner, you need only read, understand, and follow this policy, paying particular attention to the “*Procedures for*

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Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors)

APPENDIX B: FREQUENTLY ASKED QUESTIONS, CONTINUED

Events With Alcohol” section of this document, which will help you plan your particular event. As you move through the procedures described herein, university officials will also evaluate your event, considering these factors:

- the quantity of alcohol available per person
- the duration of the event
- the type and amount of food to be served
- promotional materials
- controls that will be in place during the event

For further assistance in a determination of whether your event is in compliance with this policy, see the *“Contacts”* section of this document.

When can an undergraduate student organization serve alcohol at an event on campus?

In general, undergraduate student organizations are comprised primarily of individuals under the age of 21. Therefore, except with special permission from university officials, the university does not allow alcohol at events sponsored by undergraduate student organizations that are on campus. If you believe you are planning an event that is an exception to this general rule, contact Risk Management and Insurance.

When do faculty and staff members need to complete a Use of University Property Form for a university event where alcohol will be served?

When it will be held on campus and either of the following two conditions are met: there will be 50 or more people at the event, or a substantial number of people under the age of twenty-one will be attending the event.

◆**Note:** For university events that do not fit into the categories above, your unit or department head must be notified before the event takes place.

I am a faculty member (or department). I just want to have a small gathering on campus with alcohol. Is that OK?

Yes--provided the gathering is of fewer than 50 people, there will not be a substantial number of attendees under the age of twenty-one, and you will not be selling alcohol.

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Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors)

APPENDIX B: FREQUENTLY ASKED QUESTIONS,

CONTINUED

◆**Note:** For your own protection, you may still register your event through the Use of University Property Form.

If your gathering will be on campus and 50 people or more, or a substantial number of individuals under the age of twenty-one may be attending, you must complete a Use of University Property Form. You may be required to hire an insured and licensed caterer (see the “*General Events Management*” segment of this document).

◆**Caution:** Whether on or off campus, you must notify your department or unit head of any departmental event where alcohol will be served.

I am a faculty/staff member. I want to host a university event with alcohol at my house. What do I need to do?

To reduce liability, it is recommended that you notify your department or unit head when you host a university event with alcohol. This is especially true when there will be a substantial number of guests. In addition, it is recommended that you hire an insured and licensed caterer.

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APPENDIX C: EFFECTS OF DRUGS

Table 1
Health Consequences of Alcohol and Other Drug Use

| Drug | Short-Term Effects | Long-Term Effects of Heavy Use | Effects of Use During Pregnancy | Dependency: | |
|---|--|--|---|-------------|--------|
| | | | | Phys. | Psych. |
| Alcohol | Depressed central nervous system Impeded attention and memory Impaired judgment Impaired vision, other senses and coordination Irregular or poor sleep Impaired driving High doses can result in unconsciousness and death | Damage to liver, heart, pancreas Irritation of gastrointestinal system High blood pressure Oral cancer Malnutrition and nutritional deficiencies Lowered resistance to disease | Can cause severe damage to developing fetus, resulting in: fetal alcohol syndrome (permanent organ damage, mental retardation, heart defects, behavioral problems, facial and/or limb irregularities, etc.) | Yes | Yes |
| Depressants: Common names: blues (amobarbital); yellow jackets (pentobarbital); purple hearts (phenobarbital); reds (secobarbital); rainbows (secobarbital-amobarbital combinations) | Depressed central nervous system Mildly impaired coordination Impaired judgment and short-term memory Impaired driving Reduced anxiety, lethargy Can control seizures High doses can cause irregular breathing, impaired reflexes, coma, and death | Disturbed sleep, chronic fatigue Anxiety, restlessness, depression Slower reflexes and impaired coordination Reduced sex drive, impotence Menstrual irregularities Hostility, mood swings Cross-tolerance to other depressants | Can harm the developing fetus causing: physical dependence at birth, possible birth defects such as cleft lip and palate, growth deficiencies, heart defects. | Yes | Yes |
| Hallucinogens: Some common types: LSD, Ecstasy, PCP, STP, mushrooms (psilocybin), etc. | Some of these are synthetic substances that are often much more potent than the drugs they are designed to mimic, and may contain impurities that can be hazardous to health Changes in perception, mood, thought and brain function Loss of judgment Disorientation, mild confusion or hallucinations Visual disturbances Increased heart rate, blood pressure and body temperature Nausea, vomiting and abdominal discomfort. High doses of some hallucinogens can cause death (e.g., MDA, PMA) | LSD could precipitate severe psychotic episodes Flashbacks can reoccur spontaneously | Little is known about the effects of hallucinogens during pregnancy. It is safest for women planning to become pregnant, or who are pregnant or breast-feeding, not to use hallucinogens. | No | No |

Policy 4.8 Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors)

APPENDIX C, CONTINUED

| Drug | Short-Term Effects | Long-Term Effects of Heavy Use | Effects of Use During Pregnancy | Dependency: | |
|---|--|--|---|-------------|--------|
| | | | | Phys. | Psych. |
| Opiates: Names: heroin , codeine, morphine, Demerol, Darvon | Impaired driving Higher doses can cause drowsiness, sedation, dizziness, euphoria Some have a stimulating effect with increased heart rate, blood pressure, tremors, seizures Very high doses can cause decreased heart rate and blood pressure, muscle constriction, cyanosis, and death | Impaired vision Chronic constipation Higher risk of pulmonary complications Mood swings Needle use can lead to abscesses, collapsed veins, infections | Use can harm the developing fetus and cause: higher risk for premature birth, miscarriage, stillbirth, infant mental retardation, impaired coordination, infection, severe infant withdrawal symptoms. | Yes | Yes |
| Marijuana: Common names: pot, hashish, grass, weed, etc. | Has same effects as depressants, stimulants and hallucinogens Impaired judgment, short-term memory and intellectual performance Reddening of eyes Sensory distortion, Impaired coordination, drowsiness Impaired driving Can aggravate pre-existing heart problems, mental health problems | Respiratory damage Impairment of memory and concentration Can interfere with physical, psychological, social development of young users | Daily use can cause problems in the developing fetus, but the extent of these is not fully known. Animal studies suggest higher risk for miscarriage, premature birth, lower birth weight, birth defects. | Possible | Yes |
| Stimulants: Common Names: speed, diet pills, meth, crank, crystal, cocaine, crack, etc. | Increased alertness, energy Impaired driving Impaired judgment Increased breathing, heart rate, heart palpitations Anxiety, restlessness, hostility, paranoia, confusion Visual and auditory hallucinations Overdose leading to death can occur | Severe anxiety, paranoia Impaired coordination, tremors High blood pressure Malnutrition Chronic sleeplessness Damage to internal organs(brain, heart, lung, liver, kidneys) Chronic use can lead to death | Can cause damage to the developing fetus including: abnormalities of the brain, eyes, palate, heart, urogenital organs, and liver | Yes | Yes |

Policy 4.8 Alcohol and Other Drugs (for Students, Staff, Faculty, and Visitors)

APPENDIX D: SUMMARY OF LAWS AND SANCTIONS

Table 2
*Summary of State and Local Laws and Sanctions Related to the Use and
 Distribution of Alcohol and Other Drugs*

ALCOHOL

| It is illegal in New York State: | Potential Sanctions |
|---|---|
| for anyone under the age of 21 to possess alcohol with the intent to consume. | <i>Violation can result in up to a \$50 fine, and/or completion of an alcohol awareness program and/or up to 30 hours of community service.</i> |
| to sell alcohol to anyone under 21, to anyone who is already intoxicated, or to anyone who is habitually intoxicated. | <i>Violation can result in up to a \$1,000 fine and/or up to one year in jail.</i> |
| to use a false ID or to provide someone else with a false ID to buy alcohol. | <i>You can be fined up to \$100 and/or required to complete a alcohol awareness program and/or provide up to 30 hours of community service. If the false ID is a driver's license, your license may also be suspended for 90 days. Note: Higher-level charges for criminal possession of a forged instrument or criminal impersonation penalties can include: for a misdemeanor a fine up to \$1,000 and/or up to one year in jail; or could lead to a felony conviction and sentence.</i> |
| to misrepresent one's age or that of anyone else under 21. | <i>The penalty is a \$200 fine and/or up to five days in jail.</i> |
| to drive with ability impaired (more than .05 up to .07 BAC) or while intoxicated (.087 BAC or more, or other evidence). | <i>Fines, jail and license action are among the penalties, depending on the circumstances.</i> |
| to drink and drive if you are under 21. | <i>Under New York's Zero Tolerance law, for even small amounts of alcohol, your license is suspended for six months or revoked for one year.</i> |
| It is illegal in the City of Ithaca, the Village of Cayuga Heights, and other local municipalities: | |
| for anyone to urinate or defecate in a public place, except in rest rooms. | <i>The penalty can include Up to a \$250 fine, and/or required attendance at an alcohol and other drug education program.</i> |
| for anyone to possess an open container of, or to consume, alcohol in any public park (except Cass or Stewart Park) or on any public street, sidewalk, highway, or parking lot. | <i>Fines up to \$250- \$500 and/ or up to 15 days in jail.</i> |

OTHER DRUGS

Federal and New York State laws provide many legal sanctions for the unlawful possession or distribution of controlled substances. These sometimes include severe criminal penalties such as fines and/or imprisonment. The severity of the penalty depends upon the nature of the criminal act and the identity and amount of the illicit drug involved. Some examples are:

| | Potential Sanctions |
|------------------|--|
| Cocaine | <i>Possession of even 500 mg. of cocaine can result in a maximum sentence of seven years in prison.</i> |
| LSD | <i>Possession of as little as 1 mg. can result in up to 15 years in prison.</i> |
| Marijuana | <i>Possession of as little as 25 g. can result in a maximum of three months in jail or a \$500 fine.</i> |

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