

Keene State College

Alcohol Function Agreement Guidelines

These guidelines pertain to all groups utilizing campus facilities for events what will include the serving, sale or consumption of alcoholic beverages. When sponsoring an event in a Residential Life facility, you must contact the Office of Residential Life.

The following guidelines have been developed to insure that individuals or groups sponsoring an event that will include alcohol understand and accept the conditions set forth by the College for use of its facilities.

Terms and Conditions are as follows:

1. A "Scheduling Form" for the event must be submitted by the sponsoring group to the appropriate scheduling office. An "Alcohol Function Agreement" form must be completed and signed by the appropriate offices.
2. All federal and state laws, city ordinances and college policies apply to events scheduled on the Keene State campus. Of utmost importance is the law stating that alcoholic beverages may only be sold, possessed or consumed by persons 21 years of age or older.
3. All groups that wish to sell, serve or consume alcohol at their event must use the services of a caterer licensed by the state of New Hampshire Liquor Commission. This applies even if the alcohol is not to be sold. The same caterer must serve both the food and alcohol at the event as only one caterer is allowed. All alcoholic beverages will be purchased by the licensed caterer in agreement with New Hampshire state law. Alcohol will be brought into and removed from the facility by the caterer. The price of alcohol served at the event must be approved by the College prior to the event.
4. The College reserves the right to determine whether to hire security for the event, including Campus Safety Officers and Keene Police Officers. The cost of security personnel will be charged to the sponsoring group.
5. The sponsoring group shall not permit attendance by more than the maximum number stated on the Permit of Assembly for each facility. The College reserves the right to determine whether to hire event staff to insure that the capacity is not exceeded. The cost of hiring personnel will be charged to the sponsoring group.
6. The sponsoring group shall provide for continuous availability of non-alcoholic beverages and food in reasonable quantities and for assuring that participants are aware of the availability of non-alcoholic beverages and food.
7. Keene State College reserves the right to intercede at any point during the event if it is felt that the serving of alcohol is not being conducted in a safe, legal and responsible manner.
8. Faculty, staff, students or external groups who violate the conditions of these procedures or the Alcohol and Other Drug Policy found in the KSC Student Handbook, may face legal action, internal administrative action, personnel sanctions, and/or student judicial code sanctions as may be appropriate. Students or student groups who violate the conditions of this agreement may be referred to the judicial officer for disciplinary action.