

Alcoholic Beverages Policy

Policy number: 800-BA-15
Policy owner: AVP of Auxiliary Services

Date of initial publication: May 25, 2023
Date of latest revision: N/A

SECTION I. PURPOSE

This policy is intended to:

- Establish clear standards to guide the purchase, service and consumption of alcoholic beverages on St. Thomas property, at St. Thomas-sponsored events, and at certain off-site meals and other events involving St. Thomas resources or representatives;
- Support the safety of the St. Thomas campus and community; and
- Ensure compliance with all external and internal requirements related to alcoholic beverage consumption and service that apply to St. Thomas, including federal, state and city laws and licensing requirements.

SECTION II. SCOPE AND APPLICABILITY

This policy governs the purchase, service and consumption of alcoholic beverages in any of the following circumstances:

- On St. Thomas property;
- At St. Thomas-sponsored events; or
- By St. Thomas students, employees, contractors or volunteers at off-site events and meals that are not St. Thomas-sponsored, if they are participating in the event as part of their St. Thomas role and responsibilities, or during travel governed by the St. Thomas Travel Policy.

The expectations set forth in this policy apply to all St. Thomas students, employees (faculty, staff and student workers), student clubs and organizations, athletic teams, schools, colleges, divisions, departments and other units, contractors and volunteers, visitors and licensees.

SECTION III. DEFINITIONS

When used in this policy, the following terms have the following meanings:

- Allowable locations** means specific indoor and outdoor locations on St. Thomas property where alcohol may be served and consumed, as set forth in **Appendix A** to this policy.
- Allowable events** means an event where alcoholic beverages may be served and consumed by persons of legal age, as further detailed in Section VI.
- Cash bar** means alcohol service where the alcoholic beverages must be individually purchased by event participants.
- Event** means a social event, meal, meeting or other activity involving two or more participants.
- Hosted bar** means alcohol service where the alcoholic beverages are paid for by the event sponsor, host or other designated person, without individual purchase by event participants, other than discretionary contributions or tips.

- f. **Last call** means the last opportunity for alcohol service at an allowable event.
- g. **Legal age** means the minimum age established by applicable law for the consumption of alcoholic beverages.
- h. **Off-site** means not on St. Thomas property.
- i. **Personal residence** means a St. Thomas-owned single-family home, duplex or apartment, or a residential unit within a St. Thomas residence hall.
- j. **St. Thomas-sponsored** means an event is expressly authorized, offered, conducted or supervised by St. Thomas or any of its colleges, schools, divisions, departments, offices or other units, registered student clubs or organizations, the St. Thomas alumni association, or a St. Thomas employee, contractor or volunteer acting in their professional capacity on behalf of St. Thomas and not in their personal capacity.
- k. **Security** means St. Thomas Public Safety or third-party security professionals contracted by St. Thomas to monitor alcohol service.
- l. **Service** means the availability and distribution (by sale or otherwise) of alcoholic beverages.
- m. **Sponsor** means the individual, group, unit or entity that has primary responsibility for organizing, conducting and promoting an event.

SECTION IV. PAYMENT FOR ALCOHOLIC BEVERAGES BY ST. THOMAS

St. Thomas will pay for (directly or through reimbursement) the purchase of alcoholic beverages by St. Thomas employees and volunteers for St. Thomas-sponsored events, off-site events that are not St. Thomas-sponsored, and during St. Thomas-sponsored travel, if and to the extent the purchases are consistent with the expectations set forth in this policy and are considered reimbursable business expenses under the St. Thomas Purchasing and Payables Policy. Purchases must also comply with all other provisions of the Purchasing and Payables Policy. Among other provisions that are relevant to alcohol purchases and reimbursement, that policy prohibits reimbursement of alcoholic beverages purchased at a retail liquor store.

St. Thomas will pay for or reimburse the purchase of alcoholic beverages by St. Thomas contractors in accordance with this policy, the St. Thomas Purchasing and Payables Policy, and any applicable agreement between St. Thomas and the contractor.

SECTION V. ALLOWABLE LOCATIONS AT ST. THOMAS FOR ALCOHOLIC BEVERAGES

On St. Thomas property, the service and consumption of alcoholic beverages is only allowed:

- in personal residences, subject to any applicable residential policies and agreements, other St. Thomas policies and applicable law; and
- in the allowable areas identified on **Appendix A**, but only as part of an allowable event.

SECTION VI. ALCOHOLIC BEVERAGES AT EVENTS

A. Allowable Events for Alcoholic Beverages

Alcohol service and consumption are allowable by persons of legal age at events within the scope of this policy, and alcohol may be purchased for or at such events, if (i) it is consistent with social custom for alcohol service to be offered at the event, (ii) the event is not in a category described in Section VI.B of this policy, and (iii) all other requirements of this policy are met.

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B. Disallowed Events and Other Events Where Alcoholic Beverages Are Not Allowed

“Bring Your Own Bottle” events, “all you can drink” events, any form of “drinking contest,” and similar events where the primary purpose is to consume significant amounts of alcohol, are never permitted to be held on St. Thomas property or sponsored by St. Thomas. Persons covered by this policy also are not allowed to serve or consume alcohol at, or purchase alcohol for, off-site events of this type if the event is within the scope of this policy.

In addition, persons covered by this policy are never allowed to serve or consume alcohol at, or purchase alcohol for, the following kinds of events within the scope of this policy:

- Events sponsored or hosted by individuals under the legal age;
- Events sponsored or hosted by a St. Thomas undergraduate student club or organization, unless the event is co-sponsored by the Division of Student Affairs and that Division has authorized alcohol service and consumption at the event; and
- Events on St. Thomas property featuring, or held in connection with, youth activities such as high school athletic events or children’s camps.

SECTION VII. RULES FOR ALLOWABLE EVENTS SPONSORED BY OR HELD AT ST. THOMAS

St. Thomas-sponsored allowable events and allowable events held on St. Thomas property must comply with the following rules if alcohol service is offered.

A. Types of Alcohol Service

Alcohol service within a personal residence on St. Thomas property must be a hosted bar unless the event is St. Thomas-sponsored. Alcohol service at events on St. Thomas property that are not in a personal residence may be either a hosted bar or cash bar, in the discretion of the sponsor. If the event is St. Thomas-sponsored, the determination will be made by the President’s Cabinet member with the most direct responsibility for the sponsor.

B. Advertising

No advertising of an event may promote the use or availability of alcohol at the event.

C. Trained Servers

All alcohol service on St. Thomas property, other than personal events in personal residences, requires a trained server approved by St. Thomas.

D. Security Personnel

Security personnel may be required at events with alcohol service held on St. Thomas property. The final determination will be made by the St. Thomas Office of Public Safety, based on the size and purpose of the activity.

E. Proportion of Alcoholic and Non-Alcoholic Beverages; Limits on Alcohol Served

If alcohol service is available at an event, non-alcoholic beverages also must be available. The amount and proportion of alcoholic beverages to non-alcoholic beverages must be appropriate for the size and purpose of the activity. If the supply of non-alcoholic beverages runs out, the serving of alcoholic beverages must be terminated immediately.

F. Food Requirements

Food must be available to participants at all events with alcohol service. For events on St. Thomas property other than personal residences, food must be ordered exclusively through the Dining Services Office, which will determine the appropriate quantity and variety of food served based on the event details.

G. Alcohol Purchases by Event Sponsors and Hosts

All alcohol served at events on St. Thomas property, other than events in personal residences, must be purchased in accordance with applicable St. Thomas catering policies.

H. Sponsor and Host Responsibilities at the Event

If alcohol service is offered (including for events in personal residences), the event host or another designee representing the sponsor must remain on-site at the event until all participants have left the event premises.

For St. Thomas-sponsored events, the sponsor is responsible for ensuring appropriate supervision of the conduct of event participants. The sponsor may be held responsible for any costs incurred by St. Thomas as a result of injury or other damage to persons or property resulting from consumption of alcoholic beverages at the event, depending on the facts and circumstances.

For events on St. Thomas property that are not St. Thomas-sponsored, the sponsor will be held responsible for supervising event participants and for any liability arising from the event as set forth in any applicable agreement with St. Thomas, or otherwise in accordance with applicable law.

I. Approval Process for Alcohol Service

1. St. Thomas-Sponsored Events Held Off-Site

Alcohol service at St. Thomas-sponsored events held off-site is subject to prior approval of the President's Cabinet member with the most direct responsibility for the sponsor.

2. Events on St. Thomas Property

Alcohol service at events held on St. Thomas property, other than personal events in personal residences, is subject to advance approval by Dining Services. To seek approval of alcohol service for events on St. Thomas property, the sponsor must timely complete and submit the "Request to Serve Alcoholic Beverages" form to the Dining Services Office.

- For events that are St. Thomas-sponsored, the form must be signed by the President's Cabinet member with the most direct responsibility for the sponsor. The form must be submitted at least fourteen (14) days prior to the date of the event.
- For events that are not St. Thomas-sponsored, the form must be submitted by St. Thomas Conference and Event Services or the applicable licensee thirty (30) days prior to the event.

Approval from the authorized President's Cabinet member and timely submission of the request form do not guarantee that alcohol service will be allowed. In its discretion, St. Thomas may establish additional requirements as a condition for approving the purchase or service of alcohol at an event.

Requests will be routed from Dining Services to other appropriate St. Thomas units, which at minimum will include Conference and Event Services and Public Safety. Sponsors will be contacted

from each area individually with any questions. The Executive Director of Dining Services has final approval authority.

SECTION VIII. ALCOHOLIC BEVERAGES WITH MEALS WHEN TRAVELING FOR ST. THOMAS

St. Thomas employees, contractors and volunteers who engage in St. Thomas-sponsored travel as part of their St. Thomas role and responsibilities generally are permitted to purchase and consume alcoholic beverages during meals (whether alone or with a group) where it is customary for alcohol service to be offered, so long as all other expectations of this policy are met. These expectations include compliance with the St. Thomas Purchasing and Payables Policy, which limits expenditures on food and beverages purchased during business travel. However, if the traveler's St. Thomas unit has established a more restrictive policy that limits or prohibits the consumption of alcohol during business travel or off-site meals, the traveler must comply with the more restrictive policy.

SECTION IX. AGE RESTRICTIONS

All provisions of this policy are subject to legal age restrictions. It is unlawful for a person under the legal age to purchase or consume alcoholic beverages or possess any alcoholic beverage with the intent to consume. It also is unlawful to furnish, sell or serve alcohol to a person under the legal age. In Minnesota, the legal age is 21. See Minn. Stat. § 340A.503.

St. Thomas requires all persons covered by this policy to comply with applicable law regarding the purchase, sale, service and consumption of alcoholic beverages. On St. Thomas property and at St. Thomas-sponsored events, St. Thomas, its security personnel and servers may at any time require individuals, regardless of age, to provide appropriate identification with proof of actual age for purposes of ensuring compliance with alcohol-related age restrictions.

SECTION X. PERSONAL RESPONSIBILITY; LIMITS ON AMOUNTS OF ALCOHOL

All persons covered by this policy are expected to act responsibly and exercise good judgment when purchasing, serving or consuming alcoholic beverages within the scope of this policy. Any purchase, service or consumption of alcoholic beverages under this policy must be in moderation. The consumption of alcoholic beverages is expected to be paired with food and non-alcoholic beverages.

Individuals who purchase, serve or consume alcoholic beverages within the scope of this policy are responsible for their actions and the associated consequences. Individuals may be subject to disciplinary action or removal from St. Thomas property as a result of their conduct involving alcohol, pursuant to this and other applicable St. Thomas policies.

In addition, under Minnesota law, anyone who engages in conduct in a public or private place that will, or tends to alarm, anger or disturb others or provides an assault or breach of peace is guilty of disorderly conduct. This includes fighting or brawling or engaging in offensive, obscene or abusive language or in boisterous and noisy conduct that may arouse alarm, anger or resentment in others. Violation is a misdemeanor punishable by a fine of up to \$1,000 and/or 90 days in jail. See Minn. Stat. §§ 609.72 and 609.0341.

Appendix A to Alcoholic Beverages Policy Allowable Locations for Alcohol Service and Consumption on St. Thomas Property

Date of initial publication: May 25, 2023
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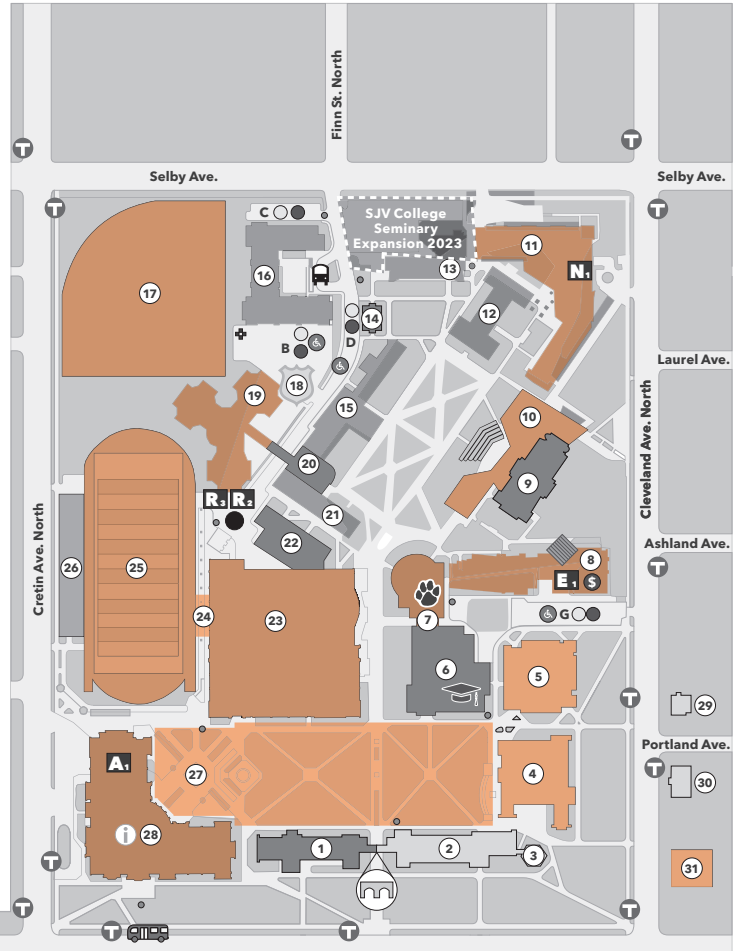
Alcohol service and consumption may be held at allowable events in the following locations at St. Thomas. Alcohol service may be indoors or outdoors at allowable events in these locations.

[See attached map]

LIQUOR LICENSE LOCATIONS

BUILDINGS & SPACES ▲ Accessible Building ◆ Partially Accessible Building

| | |
|---|---|
| Advancement Services (30F, 34S) 36, 41 | North Athletic Fields (NAF) ▲ 17 |
| Donor Relations (32F) 35 | O'Shaughnessy Educational Center (OEC) ▲ 5 |
| Anderson Athletic & Recreation Complex (AARC) ▲ 23 | O'Shaughnessy-Frey Library Center (LIB) ▲ 4 |
| Anderson Parking Facility (APF) ▲ 65 | O'Shaughnessy Science Hall (OSS) ▲ 61 |
| Anderson Student Center (ASC) ▲ 28 | O'Shaughnessy Stadium (STA) 26 |
| Aquinas Hall (AQU) 1 | Owens Science Hall (OWS) ▲ 59 |
| Archbishop Ireland Memorial Library (IRL) ▲ 73 | Palmer Athletic Field (PAF) ▲ 25 |
| Art History (44C) 30 | Physical Plant (PHP) ▲ 22 |
| Binz Refectory (BIN) ◆ 68 | Public Safety Office ▲ 18 |
| Brady Educational Center (BEC) ▲ 69 | Private (40,48) |
| Brady Residence Hall (BRA) ▲ 21 | Residence Life (09G) 34 |
| Byrne Residence (BYR) 77 | Residence Life (10S) 38 |
| (Archdiocese of St. Paul/Minneapolis) | Residence Life (39G) 51 |
| Center for Interreligious Understanding (57P) ... 29 | Residence Life (40S) 42 |
| Center for Well-Being (CWB) ▲ 50 | Residence Life (44S) 43 |
| Chapel of St. Thomas Aquinas (CHA) ◆ 9 | Residence Life (49G) 52 |
| Cretin Residence Hall (CRE) ▲ 71 | Residence Life (50S) 44 |
| Development (DEV) 39 | Residence Life (51G) 53 |
| Dowling Residence Hall (DOW) ▲ 15 | Residence Life (54S) 45 |
| Facilities & Design Center (FDC) ▲ 64 | Residence Life (56S) 46 |
| Flynn Residence Hall (FRH) ◆ 16 | Residence Life (59G) 54 |
| Fowler Veranda ◆ 24 | Residence Life (63G) 55 |
| Frey Residence Hall (FYH) ◆ 8 | Residence Life (66S) 47 |
| Grace Residence Hall (GRA) 70 | Residence Life (71G) 56 |
| Greenhouse (GRH) ▲ 60 | Residence Life (74S) 49 |
| Greenhouses (GRH) ▲ 3 | Residence Life (75G) 57 |
| Grotto 72 | Residence Life (85G) ▲ 33 |
| Ireland Residence Hall (IRE) 12 | Sabo Plaza ▲ 58 |
| Iversen Center for Faith (ICF) ◆ 10 | Saint John Vianney College Seminary (SJV) ▲ 13 |
| John P. Monahan Plaza ▲ 27 | Service Center (SER) ▲ 63 |
| John R. Roach Center for the Liberal Arts (JRC) ... ▲ 2 | Sitzmann Hall (55S) 31 |
| Koch Commons (KOC) ▲ 20 | South Athletic Fields (SAF) ▲ 67 |
| McCarthy Gym (MCG) ▲ 66 | St. Mary's Chapel (SMC) 75 |
| McNeely Hall (MCH) ▲ 32 | St. Paul Seminary Residence (SEM) ▲ 76 |
| Mennith Hall (MTH) ◆ 14 | St. Paul Seminary School of Divinity (SOD) ▲ 74 |
| Morrison Residence Hall (MOR) ▲ 19 | Summit Classroom Building (SCB) ◆ 37 |
| Murray-Herrick Campus Center (MHC) ◆ 7 | Tommie North Residence Hall (NRH) ◆ 11 |
| Murray Residence Hall (MUR) ▲ 6 | |



KEY

- Campus Information Window
- Admissions Office
- Admissions Parking
- Public Safety
- Accessible Parking
- Motorcycle Parking
- Visitor Day Parking
- A-Z** Designated Parking Lots (Lots A-Z)
- Commuter Student Permit (Evening Permit: 5 p.m.-2 a.m.)
- Academic
- Administrative/Support
- Residential
- Emergency Telephone
- Anderson Parking Facility
- St. Thomas Shuttle Stop
- Visitor Bus Drop-off & Pickup Only
- Metro Transit Bus Stop
- University of St. Thomas Arches
- Underground Ramps and Parking Garages
- Restricted Parking
- Employee Permit (Evening Permit: 5 p.m.-2 a.m.)
- Religious
- Sports/Recreation Fields & Facilities
- Alumni Office