

**The Lutheran University Association, Inc.**  
**d/b/a/Valparaiso University**  
**Alcohol Policy**

Valparaiso University (“the University”) is a caring community committed to promoting the physical, intellectual, social, and ethical development of all individuals. The inappropriate use of alcohol potentially threatens the health and safety of students, employees, their families, and the general public. In addition to promoting health, safety, and a positive learning and work environment, the University is committed to preventing alcohol abuse and bringing alcohol awareness to all members of the University community and our guests. The service of alcohol should not be the focal point of any event but instead, should complement the event and add to the atmosphere of the celebration.

The service and consumption of alcoholic beverages are regulated by the laws and policies of the State of Indiana, City of Valparaiso, and Valparaiso University. When alcohol is served or consumed at an event on campus, event guests and alcohol providers are charged to comply with these laws and policies. The possession, service, and consumption of alcoholic beverages on the Valparaiso University campus are subject to the policies and procedures outlined below.

**Types of Events**

The types of events for which the service and/or consumption of alcoholic beverages may be considered include, but are not limited to:

Internal Events - Formal events hosted by the University, its employees, or affiliates, that include but are not limited to historical and traditional events such as homecoming; meetings of the University Board of Directors; major academic events; special events such as building dedications, commemorative galas, fundraising events, and donor recognition/development events.

External Events - Use of University facilities by external individuals or organizations for formal events such as wedding receptions, banquets, civic and business organization events, Institute of Liturgical Studies, etc.

Informal Gatherings – These are informal social gatherings of employees (excluding employees whose employment is the result of their undergraduate student status), 21 years of age or older, while not performing their primary work duties, where employees consume their own beer (or similar) and/or wine. The sole purpose of Informal Gatherings is social interaction amongst employees, liquor cannot be consumed, and Informal Gatherings cannot be used as an alternative to Internal Events. Informal Gatherings must be approved by the area Vice President or Dean with oversight over the building where the gathering occurs and the consumption of alcohol is limited to the employees’ personal supply of beer (or similar) and/or wine. These gatherings are limited in duration and attendance, usually lasting less than two hours and involving 20 or fewer employees. They are scheduled between 3:00 p.m. and 7:00 p.m. and employees are encouraged to consume food at the gathering. Individual consumption of alcohol on campus or ad hoc gatherings of 2 or more employees on campus do not qualify as Informal Gatherings. Individual employees who consume alcohol at Informal Gatherings shall do so responsibly and are expected to behave in a responsible manner. The employee organizing the event is responsible for compliance with the requirements hereunder.

Informal Gatherings also include tailgating events pursuant to home football games. At such events, alcohol may only be consumed by attendees 21 years of age or older and responsible consumption of alcohol is expected. Attendees may consume their own alcohol and cannot

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provide alcohol to anyone not in their party. Providing alcohol to the masses or the sale of alcohol is prohibited except by the University's official third-party licensed alcohol provider. The Valparaiso University Police Department, other law enforcement present at the event, and certain University staff enforce the rules and laws at tailgating events. They reserve the right to remove attendees from the event and/or prohibit an attendee's alcohol consumption if they have any reason to believe the attendee is violating these rules or the law. Additionally, they have the authority to arrest or cite an attendee for violating the law. Finally, attendees are not permitted to bring their own alcohol into the home football game and the consumption of alcohol must cease shortly after the game.

## **Venues**

The University prohibits alcohol in classrooms, residence halls, University-owned or leased apartments and houses governed by residence life regulations, and uncontrolled outside areas (e.g. parking lots, lawns) except for tailgating activities as previously mentioned. This prohibition also applies to functions where the primary attendees are Valparaiso University students, including graduates, or persons under the age of 21.

For Internal Events and External Events or other Non-Informal Events, the service of alcoholic beverages is restricted to the following University venues:

- Harre Union
- Wesemann Hall Atrium
- Christopher Center for Library and Information Resources (CCLIR)
  - 4<sup>th</sup> floor Terrace
  - Board of Directors' Room
  - Community Room
- Athletic Recreation Center (ARC)
- Mueller Hall Refectory
- Valparaiso University Center for the Arts (VUCA)
  - Lobby
  - Brauer Museum
- Duesenberg Welcome Center
- Helge Center
- Lands adjacent to Brown Field during home University football games

In certain circumstances, other venues upon the approval of the University's President or the President's designee, in consultation with the University's General Counsel and subject to other guidelines in this Policy.

## **Types of Alcohol Allowed**

Unless otherwise provided by this Policy, the types of alcohol which can be served include beer, wine, and liquor or any combination of the three. The type of alcohol served at an event will be decided by the individual(s) or organization(s) sponsoring the event.

## **Alcohol Provider**

Unless otherwise allowed by this Policy, alcohol must be provided and served by a licensed and insured third-party provider that: is approved to serve alcohol by the State of Indiana, carries necessary insurance for Worker's Compensation and Liquor Legal Liability, and is on a list approved by the University through the General Counsel's Office (including the University's food service provider, or their delegee,

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carrying the required credentials of this Policy). Specific insurance requirements and a list of approved third-party providers may be obtained from the Harre Union Administration Office.

The University's food service provider has the right of first refusal for all food and/or alcohol catering. In the event that the University's food service provider does not cater, a third (3<sup>rd</sup>) party provider must be separately approved to cater food and serve alcohol.

All third-party providers of alcohol and third-party event sponsors must agree to defend, indemnify, and hold harmless The Lutheran University Association, Inc., d/b/a Valparaiso University, a body corporate, and its Board of Directors, officers, employees, agents, and volunteers, from and against all liability, claims, and demands, on account of injury, loss, damage, or expense, including defense costs and attorney fees, which arise out of or are in any manner connected to the service of alcohol at the event.

### **Security**

The University may require security at the event. When required, security will be provided by the Valparaiso University Police Department (VUPD). In all cases, VUPD must be made aware of events that have been approved for the service of alcohol.

Decisions regarding the number of officers required will be made at the discretion of VUPD. The sponsor of the event is responsible to cover the costs of VUPD officers.

### **General Procedures – Internal and External Events and Other Non-Informal Events**

1. *A Request to Serve Alcoholic Beverages/Agreement Form* needs to be obtained from the University Dining Services Office. All requests to serve alcoholic beverages should be filed a minimum of thirty (30) days prior to an event or the requesting sponsor runs the risk of not having their request approved in time.
2. The University Dining Services Office will obtain all required approval signatures. Required signatures are as follows:
  - a. Supervisor of the building in which the event will take place or designee
  - b. Director of University Dining Services or designee
  - c. Chief of VUPD or designee
  - d. General Counsel or designee
  - e. Senior Vice President for Finance or designee
3. For University events, expenditures for the purchase of alcohol may not be charged to general University funds, only restricted funds are allowed. Alcoholic beverages may not be purchased with state or federally-appropriated funds.
4. The sponsoring organization's name should be displayed in all print and broadcast advertising.
5. Prior to all External Events, the non-university sponsoring organization(s) must provide the University a certificate of liability insurance for a minimum of \$1,000,000 per occurrence and \$2,000,000 in the aggregate; property damage limits should be at least \$300,000 and medical payments at least \$5,000. The Lutheran University Association, Inc., d/b/a Valparaiso University, must be named as an additional insured. If motor vehicles (trucks, vans and/or cars) are to be brought on campus, Valparaiso University must receive proof of vehicle insurance prior to the event.
6. If the event is being hosted by a non-university party, that hosting party shall be responsible for any damages, destruction of property, or injury to person(s) that occur as a result of the event.

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7. All injuries must be reported at the time of occurrence to the Valparaiso University Police Department by the sponsor of the event.
8. Valparaiso University is a tobacco-free environment. The use of any tobacco products on University property is prohibited except in an enclosed personal vehicle.
9. Access to an event where alcoholic beverages are served will be controlled by the sponsor of the event. Only those people allowed to attend the event will be allowed access to it.
10. University officials have the right to deny admission, alcohol service, continued attendance at an event, or stop the event while it is in progress, without any recourse or cause of action by the event sponsor against the University.
11. Alcohol Providers reserve the right to refuse service to any customer who may be intoxicated.
12. No one under the age of 21 may possess, consume, or be served alcoholic beverages.
13. Service of alcoholic beverages will be made exclusively by the University and/or approved alcohol provider(s) unless otherwise allowed by this Policy.
14. Alcohol may not be brought in by guests or hosts to be served at an event unless otherwise allowed by this Policy.
15. Hors d'oeuvres or other foods must be served at the event.
16. Non-alcoholic beverages must be made available throughout the event.
17. Valparaiso University reserves the right to limit the duration of the event or the times in which alcohol may be served.
18. All alcoholic beverages must remain in the designated area reserved for the event.