



**APPENDIX to Binghamton University Management Procedure #400
BYO Alcoholic Beverages on Campus**

This request is for an exception or adjustment to the Binghamton University Policy #400 Alcoholic Beverages on Campus, and must be submitted to the Office of the President for approval.

Please note: Requesting an exception is not a guarantee that the exception will be granted.

Date of Request:	_____ / _____ / _____
Requestor's Name (please print):	_____
Requestor's Signature:	_____
Title / Department:	_____ / _____
Location of Event:*	_____
Phone Office / Phone Mobile:	O (_____) _____ - _____ / M (_____) _____ - _____
Email:	_____

<p>REQUESTED EXCEPTION: _____</p> <p>_____</p> <p>_____</p> <p>REASON OR JUSTIFICATION FOR EXCEPTION: _____</p> <p>_____</p> <p>_____</p>

<p>PRESIDENTIAL APPROVAL</p> <p>Notes: _____</p> <p>_____</p> <p>Approval Signature: _____ Date: _____ / _____ / _____</p>

A BYO event is one at which an invitee may carry in (*****SELECT BY INITIALING***** Beer ____, Unfortified Wine ____, Fortified Wine ____, Hard Liquor _____) for personal consumption; no other alcoholic beverage is available at the event. Each of the following requirements must be observed at a BYO event:

1. University Staff or designees, under the supervision of a designated marshal, will be present during entire event and will not consume Alcoholic Beverages in connection with the event. The minimum number of staff who must be present for any event is two, and at least one additional staff must be present for each 250 attendees above 250.

2. Staff may check identification at the entrance(s) to the event. Only those persons who are aged 21 or over will be permitted to carry in or to consume alcoholic beverages. Such persons may be provided a hand stamp, I.D. bracelet, wristband or tag to assist in monitoring consumption. *Anyone who consumes Alcoholic Beverages while Tailgating must be able to produce, upon request, a valid driver's license or other valid photo ID that reflects the person's age.*
3. Staff will assure that no person is admitted with an amount of alcohol exceeding that which could reasonably be consumed by one person during the event. No kegs will be allowed.
4. Staff will assure that persons who are noticeably intoxicated will not be admitted to the event. If a person becomes noticeably intoxicated at the event, he/she may be asked to leave the event or facility.
5. Sharing of Alcoholic Beverages is prohibited with persons under the age of 21.
6. No Sale of Alcoholic Beverages will occur at the event.
7. Staff will permit attendees to carry in non-alcoholic beverages and food in any amount, consistent with University Policy.
8. Attendance will not be permitted to exceed the safety capacity of the facility.
9. Staff will assure that all University advertising related to the event shall make no reference of any kind to Alcoholic Beverages or their use at the event or state or imply that excessive drinking is encouraged. The simple reference "BYO" or "BYOB" is permitted in advertising.
10. Staff will notify University Police in the event of a disturbance.
11. A properly signed copy of this document will be in the possession of a marshal present at the event at all times.

*Events held in University dining halls or public areas of Susquehanna and Hillside Communities must be reviewed and signed by the assistant director of the area or designee. _____

All other events, regardless of sponsor, forms should be reviewed and approved by the Dean of Students or designee. _____

THE UNDERSIGNED HAVE (HAS) READ THE BINGHAMTON UNIVERSITY POLICY ON USE AND CONSUMPTION OF ALCOHOLIC BEVERAGES (University Management Procedure #400). THE UNDERSIGNED HAVE (HAS) READ, UNDERSTAND(S), AND AGREE(S) TO COMPLY WITH THE REQUIREMENTS SET FORTH ABOVE, AND UNDERSTAND(S) THE POTENTIAL CONSEQUENCES FOR FAILURE TO COMPLY AS SET FORTH BELOW. THE UNDERSIGNED SPECIFICALLY UNDERSTAND(S) THAT FAILURE TO COMPLY WITH THE LAW AND UNIVERSITY POLICY IN CONNECTION WITH THE SERVICE OF ALCHOLOHIC BEVERAGES AT THIS EVENT MAY RESULT IN ANY OR ALL OF THE FOLLOWING:

- A. SUSPENSION OF BINGHAMTON UNIVERSITY FACILITY USE PRIVILEGES.
- B. UNIVERSITY DISCIPLINARY ACTION AGAINST THE ORGANIZATION OR INDIVIDUAL.
- C. PERSONAL CIVIL LIABILITY FOR INJURIES RESULTING FROM THE SERVICE OF ALCOHOLIC BEVERAGES AT THE EVENT.
- D. CRIMINAL LIABILITY FOR VIOLATION OF STATE LAWS.

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Distribution: Applicant, Dean of Students, Originating Office