

**ALCOHOL BEVERAGE POLICY  
CLAYTON STATE UNIVERSITY**

The possession, consumption or furnishing of alcoholic beverages on the Clayton State University campus is prohibited except for events sponsored by external organizations or individuals or for pre-approved events sponsored by the University in the Harry S. Downs Center for Continuing Education, Spivey Hall Recital Hall, or the Student Activities Center.

The following describes the special conditions under which the service of alcoholic beverages is permitted at the Center for Continuing Education, Spivey Recital Hall, and the Student Activities Center. To assure compliance, the special conditions permitting the service of alcoholic beverages are contained in the "Alcoholic Beverage Service Agreement" entered into between Clayton State University and the external organization or persons permitted to serve alcoholic beverages. The university reserves the right to require additional requirements for large or complex events.

**Continuing Education  
Spivey Recital Hall  
Student Activities Center**

Clayton State University and the Center for Continuing Education, Spivey Recital Hall, and the Student Activities Center permit clientele to schedule events where the service of alcoholic beverages may be allowed. Extraordinary efforts must be made to protect the safety and well being of clientele, guests, students, faculty and staff.

Alcoholic beverages may be served in the Center for Continuing Education and/or Spivey Recital Hall and/or the Student Activities Center only with the prior written approval of the Executive Director of Continuing Education and/or Director of Spivey Hall, and/or the Director of the Student Activities Center, the Vice President of Business & Operations, and the President of Clayton State University in accordance with the signed Alcoholic Beverage Service Agreement for Clayton State University (see the attached Exhibit "A"). An additional set of requirements for certain designated events (of 100 individuals or more) is attached as Exhibit "B".

Alcoholic beverages supplied by the client may only be served in the Center for Continuing Education and/or Spivey Recital Hall and/or the Student Activities Center when the following criteria are met:

1. Only wine and/or beer will be served.
2. All wine and beer must be furnished by the client. Beer must be furnished in bottles or cans.
3. A named representative of the sponsoring external organization or person must be present during the entire event.
4. No sale or form of exchange for wine or beer is permitted.
5. Self-service is not permitted. All alcoholic beverages must be served by Sodexo, Clayton State University's dining services provider. Arrangements will be made for Sodexo to provide a licensed bartender for the event.
6. Printed materials, websites, etc., including invitations to functions, may not include reference to alcoholic beverages.
7. Proof of legal age must be requested of guests consuming alcoholic beverages.
8. Food and non-alcoholic beverages must be available for the duration of the alcohol service at the event.
9. Service and consumption of alcoholic beverages is restricted to the specified location.
10. The licensed bartender has the obligation to refuse service to anyone who is visibly or otherwise apparently intoxicated.
11. Alcoholic beverages may not be served to on-duty employees of Clayton State University.
12. The facility must be properly opened prior to the event and secured immediately following the event.

Exhibit "A"

ALCOHOLIC BEVERAGE SERVICE AGREEMENT  
CLAYTON STATE UNIVERSITY

This agreement made and entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_ by and between \_\_\_\_\_ and Clayton State University.

This mutual agreement is subject to the terms and conditions hereinafter stated.

1. The only alcohol that may be served on the campus of Clayton State University is wine or beer. There will only be enough wine or beer to serve a maximum of \_\_\_\_\_ potential guests.
2. All wine and beer must be furnished by the sponsoring client. Beer must be furnished in bottles or cans.
  - a. Wine or beer may not be brought to Clayton State University more than twenty-four hours before the time of service and all remaining closed containers must be removed from the campus at the conclusion of the event. Any remaining open containers will be properly disposed of by the licensed bartender.
  - b. All wine and beer must be checked in and out of the building by a designated member of Clayton State University's staff and the client or his/her designated representative.
  - c. The designated representative of the client who will be present at the event is:  
  
\_\_\_\_\_
  - d. No sale or form of exchange for wine or beer is permitted.
  - e. No "cash bar" exchange of scrip, vouchers, chits or sale of wine or beer in any form is permitted.
3. Self-service is not permitted. All alcoholic beverages must be served by Sodexo, Clayton State University's dining services provider. Arrangements will be made for Sodexo to provide a licensed bartender for the event. Alcoholic beverages may only be served during approved event hours.
4. Printed materials, websites, etc., including invitations to functions, may not include reference to alcoholic beverages.
5. Proof of legal age must be requested of consumers of alcoholic beverages.
  - a. Bartenders or servers will request verification of age from anyone who is thought to be less than 21 years of age, the minimum drinking age in the State of Georgia.
6. Food and non-alcoholic beverages must be available for the duration of the alcohol service at the event.
7. Service of alcoholic beverages is restricted to the date, time, and location listed below:  
  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_
8. Alcoholic beverages may not be served to on-duty employees of Clayton State University.

9. The facility must be properly opened prior to the event and secured immediately following the event. A Clayton State University staff member will be responsible for ensuring that the event facility is properly opened and secured.
  
10. The client understands that if this event is a wedding or marriage ceremony that all policies and procedures for weddings and marriage ceremonies must be followed, and the client agrees that such policies and procedures are incorporated herein.

The client named herein will indemnify and hold harmless the Board of Regents, Clayton State University, its officers, agents, employees and representatives (the "Indemnitees") from and against any and all claims, demands, suits, actions, proceedings, loss, costs, and damages of every kind and description, including attorneys' fees and/or litigation expenses which may be brought or made against or incurred by the Indemnitees, on account of loss of or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any act, omission, professional error, fault, mistake, or negligence of Client, its employees, guests, patrons, invitees, agents, representatives, volunteers or subcontractors in connection with or incident to the activities, use of the facility, the Event or other obligation under this Agreement. Client agrees to reimburse or pay Indemnitees for any such expenses, fees, fines or costs incurred.

In witness whereof, the parties have duly executed this instrument the day and year first written above.

CLAYTON STATE UNIVERSITY

CLIENT: \_\_\_\_\_

\_\_\_\_\_  
Clayton State University Representative

\_\_\_\_\_  
Client Representative

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Corlis Cummings  
Vice President of Business & Operations

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Dr. Tim Hynes  
President, Clayton State University

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Date Signed

## Exhibit "B"

### SPECIAL REQUIREMENTS

1. Any event that serves alcohol that has more than 100 individuals will be required to have a Clayton State University Public Safety officer present at the event at all times. The University reserves the right to have a Public Safety officer available at smaller events.
2. A copy of the institution's policies and procedures for weddings and marriage ceremonies will be provided to the client.
3. Current rates for:
  - a. Public Safety Officer           \$35/hour
  - b. Bartender                         \$35/hour
  - c. Facilities Rental                 varies – please contact venue