

UNIVERSITY of NORTH CAROLINA
PEMBROKE

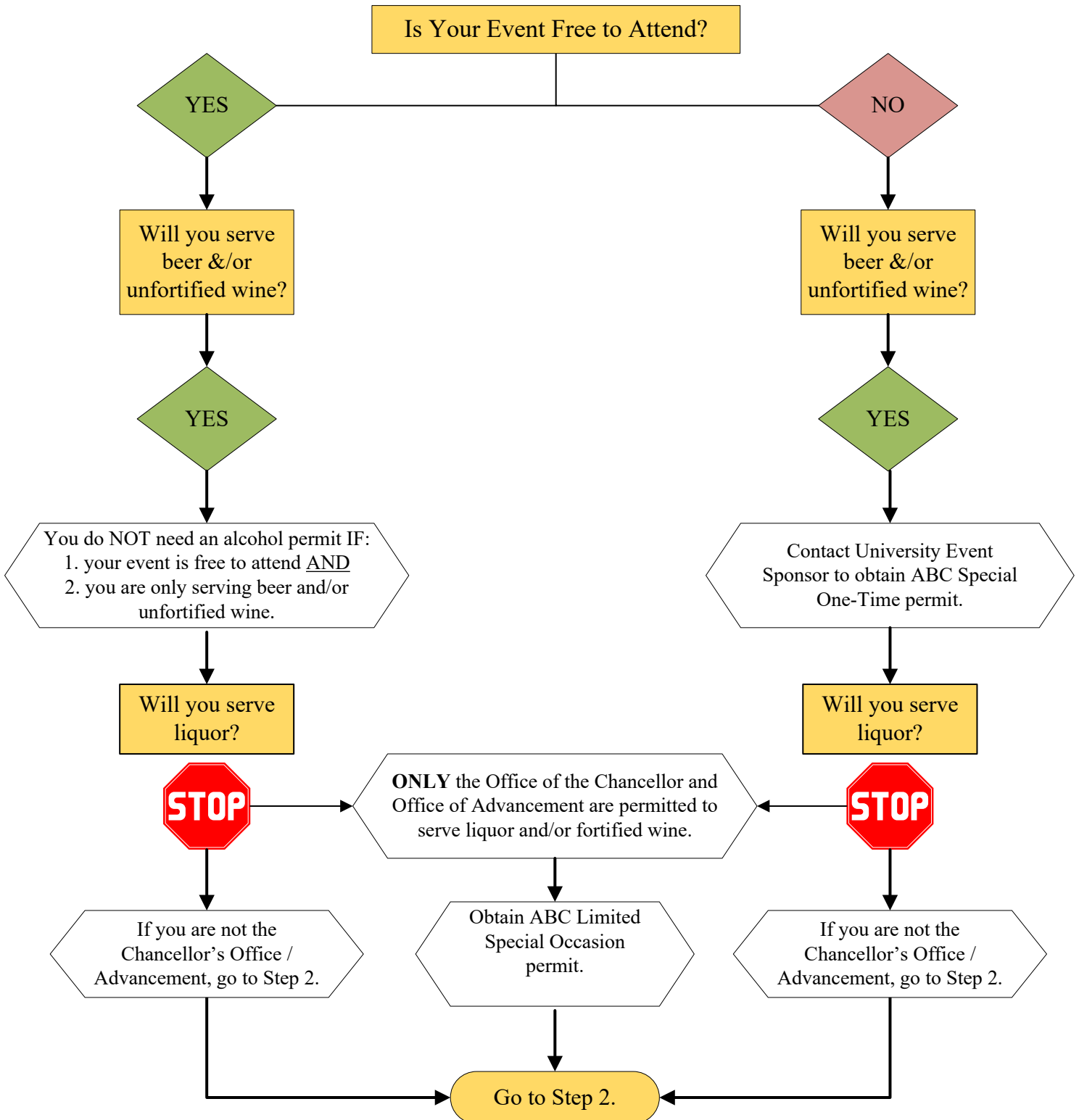
POL 03.00.02 – Alcohol Use at University Events Policy

Appendix A

Alcohol Event Process

Step 1: Determine if your event requires an alcohol permit. If so, what type?

Use the flow chart below before proceeding to Step 2.



Step 2: Complete “Request for Approval to Serve Alcoholic Beverages” form.

You must get written approval to have alcohol at your event from the cabinet member who oversees your division/department. The University’s Manager of Special Events must be consulted at least 14 days prior to event.

Once the “Request for Approval to Serve Alcoholic Beverages” form has been signed by all signature authorities, the Event Host shall provide copies of the fully executed form to the University Event Liaison and the Facility Manager responsible for the location of the event.

Step 3. Arrange bartending service.

Go to Sodexo’s website at <https://uncp.catertrax.com/> to request bartending service. Sign in or create an account. Click on Flavours > Additional Services (bottom left side) > bartender. Submit the order for bartending services.

***Sodexo will not operate a cash bar. There can be no exchange of money for or self-service of alcohol at any university event.**

Step 4. Purchase alcohol.

No state-appropriated, student fees or federal funds may be used to purchase or reimburse the purchase of alcoholic beverages. Discretionary funds may be used or the alcohol may be donated. The University Event Sponsor or Host will be responsible for purchasing Alcoholic beverages for their University Events.

The Event Sponsor is responsible for any necessary permits associated with the University Event.

Any leftover, unused alcohol from the event shall be stored in a secure location. Any leftover containers of alcohol that have been opened shall be disposed of properly.