

**LSU IN SHREVEPORT  
POLICY STATEMENT**

**NO. 4 09.01**

**COORDINATED BY: Office of Student Affairs**

**EFFECTIVE: November 1, 1992**

**PAGE 1 of 4**

**REVISED: November 1, 1992**

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**SUBJECT: Sale and Consumption of Alcoholic Beverages**

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**I. PURPOSE:**

To establish a policy regulating the sale and consumption of alcoholic beverages.

**NOTE:** This policy is not designed to encourage the consumption of alcohol, but rather to make alcoholic beverages available to persons of legal age who wish to drink at a responsible level in a controlled, mature atmosphere.

**II. GENERAL POLICY:**

The sale, service and consumption of alcoholic beverages is limited to members of the LSU-S community and authorized guests at approved events. Alcoholic beverages cannot be served and/or consumed in any areas other than the University Center and the mall unless special permission is granted by the Chancellor. All campus activities involving alcoholic beverages must be approved by designated university officials. Only alcoholic beverages which meet the specifications of the university's beverage license will be sold.

The following regulations must be observed whenever alcoholic beverages are sold and/or consumed on university property:

1. Alcoholic beverages shall be sold and/or served only by the LSU-S Food Service caterer unless special permission is granted by the Chancellor.

2. Alcoholic beverages may not be carried onto the premises except by the LSU-S Food Services caterer unless special permission is given by the Chancellor. The sponsor must ensure that this regulation is observed.
3. Any person who is served or consumes an alcoholic beverage must be at least 21 years of age. Proof of age may be required at the time of service and may be required at any time by university officials. The sponsor must also assist the caterer in identifying those under legal age who will not be allowed to consume alcohol.
4. Only members of the sponsoring organizations and their authorized guests will be admitted to events at which alcoholic beverages are served. The sponsor is responsible for ensuring that this regulation is observed.
5. Beverages of high alcoholic content may be served only with the permission of the Chancellor and only at private parties at which no money, cover charge, dues, fee or other emolument is charged or otherwise collected for said beverages.
6. The faculty/staff advisor(s) and student officers of the sponsoring organization requesting alcoholic beverage service must be in attendance for the entire event.
7. For student events occurring on holidays, on weekends or after regularly scheduled weekday office hours, a minimum of two uniformed police officers must be on duty where alcoholic beverages are being served. The sponsor is responsible for providing the required uniformed police officers. Officers must report 15 minutes prior to the event and must remain 15 minutes after the event or until attendees have left the University Center and/or grounds and adjacent parking lots. For events occurring during regularly scheduled office hours, university police and professional staff on duty may be considered acceptable coverage with the approval of the Vice Chancellor for Student Affairs.
8. The sponsor must make available non-alcoholic beverages and food in sufficient quantities.
9. Alcoholic beverages must be served only in approved containers.
10. Alcoholic beverages can be consumed only in the room or immediate area of service.

11. Food service personnel or any other official(s) designated by the university will refuse to serve alcoholic beverages to any person whose behavior appears to have been influenced by excessive consumption of alcoholic beverages.
12. The sponsor must complete the form "Request to Serve Alcoholic Beverages" and ensure that appropriate university officials approve the event.
13. In the event of cancellation, the sponsor must notify the Director of Student Activities, Food Services, and police at least 72 hours in advance to avoid financial liability for the organization.
14. All local and state ordinances regarding alcoholic beverages must be observed.
15. Any violation of these regulations will result in disciplinary action against the individual and/or organization. Penalties may include, but are not limited to:
  - a. Dismissal/expulsion from the event
  - b. Disciplinary probation and/or expulsion from the university
  - c. Exclusion from all other social events
  - d. Disciplinary probation for the organization and revoking of the organizational charter
  - e. Refusal of future use of university facilities

**AUTHORIZED** *Gloria W. Raines*  
Gloria W. Raines  
Vice Chancellor for Student Affairs

11/1/92  
Date

**APPROVED** *John R. Darling*  
John R. Darling  
Chancellor

11/1/92  
Date

**REQUEST TO SERVE ALCOHOLIC BEVERAGES**

Name of Sponsoring Organization/Department \_\_\_\_\_

Type of Activity \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Will there be persons under 21 years of age in attendance? \_\_\_\_\_ YES \_\_\_\_\_ NO

**IF YES, THEY MUST BE INFORMED OF THE LOUISIANA LAW PROHIBITING THE SALE OR CONSUMPTION OF ALCOHOL TO THOSE UNDER 21 YEARS OF AGE.**

Organization/Department Contact \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

\_\_\_\_\_  
Signature Date

**APPROVAL**

**Police Officers Assigned (If Required):**

\_\_\_\_\_  
Director of Student Activities Date

\_\_\_\_\_  
Director of Purchasing Date

REQUEST TO SERVE ALCOHOLIC BEVERAGES

Name of Organization \_\_\_\_\_ Event Date \_\_\_\_\_ Time \_\_\_\_\_

Organization Representative \_\_\_\_\_ Office \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Type of Organization: Faculty/Staff \_\_\_\_\_ Student \_\_\_\_\_ Other \_\_\_\_\_

Description of Event \_\_\_\_\_ Room Assigned \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Number of Non-members \_\_\_\_\_

Will there be persons under that age of legal consumption in attendance? \_\_\_ YES \_\_\_ NO

IF YES, THEY MUST BE INFORMED OF THE LOUISIANA LAW PROHIBITING THE SALE OR CONSUMPTION OF ALCOHOL TO THOSE BORN AFTER SEPTEMBER 30, 1967.

\_\_\_\_\_  
Signature of Faculty/Staff Advisor      Date

\_\_\_\_\_  
Director of Purchasing      Date

\_\_\_\_\_  
Director of Student Activities      Date

Police Officers Assigned (If Required):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_