

## Liquor License Regulatory Policy

Approved by Ad Council 5/4/10 Revision approved 9/6/11

**PURPOSE:** 

A policy to outline the parameters of the current liquor

license.

Boundaries of current permit:

1191 Sunbury Road-James A. Griffin Student Center and

Alumni Hall

## POLICY:

Beer, wine, and liquor can be served in any <u>building</u> on campus. However, the following parameters apply:

- ➤ The University may only sell spirits (liquor, beer, and wine hereto) only within the boundaries of the permit. The boundaries are specified as within the walls of the two buildings. This permit does not allow selling and disbursement of spirits along any walkways, sidewalks, patio, or parking lots.
- Spirits for sale can only be obtained by authorized wholesaler as assigned by the State Liquor Commission Agency.
- Spirits encumbered for sale cannot be donated or distributed in gratis in any way.
- Food Service will be responsible for the ordering, legal dispensing, and record keeping of all alcohol products used in conjunction with the current permit with the oversight of the VP of Finance & Administration.
- ➤ Food Service is not permitted to purchase alcohol products for nonpermit events, however, they are TIPS certified and can serve.
- An inventory of all spirits will be maintained by food service, secured within a locked cage, and to be counted on a monthly basis and forwarded to the Business Office Accounting team.
- All purchases of spirits must be processed through Ohio Dominican University with the appropriate approval signatures and backup via check requisition.

## Sale and disbursement of liquor-Paying client

- All Paying groups and/or conferences must purchase spirits from the University via Conference Services and the food service department.
- Spirits for sale must be sold at the minimum mark up standards established by the State Liquor Commission Agency. Ohio Dominican

University will implement mark up percentages for retail sale and review periodically approved through the appropriate personnel.

## <u>Disbursement of liquor-Non-Paying client or University sponsored event</u>

- All spirits utilized/dispensed for University sponsored events must be obtained or purchased <u>without</u> the use of the University liquor permit.
- Inventory of such spirits must be stored outside of the boundaries of the permit.
- The Director of Auxiliary Services <u>must approve</u> the availability of the location <u>prior</u> to booking an event serving alcohol in any space on campus; this approval process is in place to ensure the University liquor license is not in jeopardy of being revoked.
  - The liquor license mandates that disbursement of spirits within the boundaries
    of the permit for a University sponsored or non-paying client event would
    prohibit the sale and disbursement of spirits during the same day within the
    permit boundaries.
- Any and all persons serving alcohol within any building on campus must be TIPS certified and trained. Please contact food service general manager or catering manager for more information and direction on certification process.
- Any remaining alcohol not disbursed for the event must be removed at the conclusion of the event from the James A. Griffin Student Center/Alumni Hall buildings.