

Alcohol at Events Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu

Purpose and Scope

West Chester University (WCU) is committed to maintaining a safe campus environment for its community members and visitors. WCU's Alcohol Policy provides a consistent approach to alcohol usage at WCU or WCU Foundation owned or leased property for official WCU events, and adheres to federal, state, and local laws and ordinances to include:

- Pennsylvania law prohibits the possession and consumption of alcoholic beverages by individuals under twenty-one (21) years of age.
- Pennsylvania law prohibits the sale of alcoholic beverages by anyone who has not obtained the appropriate license issued by the Pennsylvania Liquor Control Board.

All persons must comply with this policy while on the WCU campus and/or while attending, organizing, or supervising WCU events either on-campus or off-campus as outlined above.

Policy Statement

Alcohol may be served at WCU or WCU Foundation owned or leased property for official WCU events only with prior written approval of the University President and must be catered by University Dining Services. Once approval has been received, the WCU organizer must comply with the Policy Framework and Procedures outlined in this policy.

Please be aware, this policy is only intended to serve WCU employees, WCU Foundation, and WCU Alumni for University sanctioned events. This policy does not

apply to students (undergraduate or graduate), student organizations/clubs, etc. and their events under any circumstances.

Policy Framework

The University recognizes that on a case-by-case basis, requests can be submitted for alcoholic beverages to be served at activities or events **which promote or are in the best interest of the University.**

1. The serving of alcohol on the WCU campus is approved only on an exception basis and in limited, designated locations. Approval must be received from the University Dining Services Vendor, the Chief Executive Officer of the WCU Foundation, Vice President for University Affairs and Chief of Staff, and the President of the University. The Alcohol Request Form should be fully executed with the above approvals at least **two weeks** prior to the event. The Chief Executive Officer of the WCU Foundation must approve the request for University events as Foundation funds will be used to pay for the alcoholic beverages.
2. Alcohol used for University events must be paid for by the Foundation, and the University Dining Services Vendor will be responsible for the serving of all alcoholic beverages. A fee will be charged for purchasing/serving beverages. **No University funds, regardless of source, may be used to purchase alcoholic beverages.**
3. Alcohol used for a University Affiliated or External group event must be purchased by the organization, after consultation with the University Dining Services Vendor. A fee will be charged for serving alcoholic beverages and only the University Dining Services Vendor will be permitted to provide this

service.

4. The University Dining Services Vendor will be responsible for checking ID's to ensure that all individuals being served or consuming alcoholic beverages at the event are 21 years of age; sponsors must accept and comply with all conditions established by University Dining Services for ID checks and assist in insuring that attendees under 21 years of age do not consume any alcohol.
5. All alcohol served at such events will be restricted to specific areas; sponsors of the event must cooperate and assist the University Dining Services Vendor with limiting the presence of alcohol to only those designated areas.
6. Alcohol will only be served in conjunction with non-alcoholic alternative beverages and food which must be catered by the University Dining Services Vendor.
7. All serving of alcohol must conclude one hour prior to the designated closing of the event.
8. At the conclusion of all University events, all remaining alcohol will become the property of the Foundation. The University Dining Services Vendor will be responsible for removing the alcohol from the event area for storage. The requestor will be charged for the amount purchased as agreed upon in the estimated cost.
9. A University employee must be present throughout all alcohol-related events; Public Safety personnel may be required at the discretion of the

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University; costs for Public Safety personnel will be borne by the event sponsor.

Procedure

To request to serve alcohol for an event at WCU or the WCU Foundation, an [Alcohol Request Form](#) must be submitted at least 3 weeks prior to the event. This form can be found on the [WCU University Affairs website](#), under Helpful Links.

After submitting your request, the form will be sent for review and approval to the following:

- Building Administrator (approver will vary based on event location)
- Vice President of University Affairs and Chief of Staff
- President or Designee
- WCU Foundation
- Dining Services/Aramark

If your request has been denied at the Vice President for University Affairs or President/Designee level the decision is final. The requester will receive an email indicating whether the request has been approved or denied.

Reviewed by: President's Office, Vice President for University Affairs

Policy Owner: Vice President for University Affairs

Approved by:



R. Lorraine Bernotsky
President
June 20, 2025

Effective Date: June 20, 2025

Next Review Date: June 20, 2029

History:

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