

Regulations for Alcohol Service in WPI Facilities (11.2023)

1. Events must comply with the laws of the Commonwealth of Massachusetts, the City of Worcester ordinances, and WPI policies regarding the service of alcohol.
2. Alcohol provided at WPI events is governed by Events Office protocols and regulations.
3. **Alcohol served at WPI events requires administrative pre-approval by the WPI CFO's or President's Office prior to scheduling the event:**

* For Off-Campus events paid by Pcard or through expense report – pre-approval is initiated through a Workday spend authorization.

* For Off-Campus events paid by supplier invoice – pre-approval is initiated through a Workday requisition request.

* For On-Campus, Internal events served by the approved WPI catering provider – administrative pre-approval by the WPI CFO's or President's Office is required, then vetted through the WPI Events Office.

* For On-Campus, External events (i.e. weddings; conferences) served by the approved WPI catering provider – pre-approval through Events Office is required.

4. All events requesting alcohol service require a license. Events requesting cash transactions for alcohol require additional coordination. Events held in the Rubin Campus Center or Goat's Head/Founders Hall have WPI alcohol licenses. Events held in venues other than the Rubin Campus Center or Goat's Head/Founders Hall require a special one-day alcohol license. ***A special one-day license request must be requested to the Events Office at least 90 days prior to the event.***
5. A license fee will apply. (The City of Worcester requires that a license be issued at least 30 days prior to an event.)
6. Only beer & wine service is available on campus after 4:00 pm weekdays and after 12:00 pm (noon) on weekends. *If alcohol other than beer & wine is sought, a special request must be made to the WPI Events Office and vetted through the university management.*
7. Chartwells Dining Services is currently the only approved provider of alcohol service for events hosted in WPI owned, operated, or affiliated property at any time. No individual person or group may provide or donate alcohol for any event.
8. The vast majority of events with alcohol will require a campus police detail. The number of police officers will be determined by the WPI Campus Police. Specific event details including total number of guests, guest demographic, location, and event type will determine the requirement.
9. Kegs, beer balls, bulk containers, or any other common sources of alcohol are not permitted on WPI owned, operated, or affiliated property at any time.
10. Applicable fees for the service of alcohol will be charged to the event sponsor including but not limited to Campus Police, Facilities (custodial services), bartender service, wait-staff service, and license fees.
11. Proper identification must be furnished upon request by all guests.
12. WPI accepts no responsibility through the adoption of this policy for the behavior of guests at functions. This responsibility rests solely with the sponsoring group or individual. WPI, through the Events Office and Chartwells Dining Services, reserves the right to schedule and manage each function in the best interest of all parties. Students in residence halls must adhere to the Residence Hall Alcohol Regulations. See Residence Hall Living at WPI brochure. All student organizations are subject to applicable policies including, but not limited to, the Alcohol Service at Student Functions Policy and Expectations for Fraternity and Sorority Chapter Functions.