

Regulations for Alcohol Service in WPI Facilities

General Overview

- Events must comply with the laws of the Commonwealth of Massachusetts, the City of Worcester ordinances and [WPI policies regarding the service of alcohol](#)
- When seeking alcohol service at an event hosted in ANY campus space, requests must go through the Conference & Event Services Office via 25Live.
- Chartwells Dining Services is the only approved provider of alcohol service for events on WPI campus. No individual person or group may provide or donate alcohol for any event
- Bar service is available on campus after 4:00PM weekdays and after 12:00PM (noon) on weekends
- Early bar service can be requested for no earlier than 3pm on weekdays. All event & bar details including event purpose, time, location, attendance number and demographic (i.e. external, internal, minors, students), and bar type (cash bar or department-hosted bar) must be gathered from the Events Office and brought to appropriate stakeholders for review and approval.
- Proper state or international (passport) identification must be provided by all guests. Chartwells staff reserve the right to deny any guest alcohol at any time.
- Students in residence halls must adhere to the Residence Hall Alcohol Regulations

Approvals

- **Alcohol served at WPI events requires administrative pre-approval by the appropriate WPI Office.** The approval for the following types of events is routed as follows:
 - [Student Events](#) - Division Head of Student Affairs/Designee
 - [Employee Events](#) – Division Head of Talent & Inclusion/Designee
 - [Academic Events](#) – Provost/Designee
- For On-Campus, External events (i.e. weddings; conferences) served by the approved WPI catering provider – pre-approval through Events Office is required.

Definitions

Cash Bar Service:

When having a cash bar (where cash is physically transacted between the customer and Chartwells at the time of the request for the beverage) for your event, there are 3 spaces on campus to have that service without the need for a special one-day alcohol service license:

1. Rubin Campus Center
2. The Goat's Head
3. Higgins House

All other locations desiring cash bar service must seek to obtain a *special one-day license through Chartwells from the city of Worcester.*

For WPI Departments: Cash Bar Service is reimbursable if external or internal guests are in attendance and a major objective is:

celebratory event

alumni event

advisory board event

distinguished guest/speaker attendance

recruitment (student/employee) event

In this case WPI will reimburse catering/bartending provider for the cost of setting up the bar (bartender labor costs, glassware rentals, etc.) only, and not for the alcohol itself.

Host or Consumption Bar Service:

When having a host or consumption bar is desired, then a special license is not needed - but all campus guidelines, service rules, and state regulations apply.

Tailgating:

Tailgating is not allowed on WPI property including, but not limited to, parking lots/garages and quad/open green space.

Licenses

Alcohol Service Licensing:

All events requesting alcohol service require a license. Events requesting cash transactions for alcohol require additional coordination. Events held in the Rubin Campus Center, Higgins House, or Goat's Head/Founders Hall have WPI alcohol licenses. Events held in venues other than the Rubin Campus Center, Higgins House, or Goat's Head/Founders Hall require a special one-day alcohol license. *Chartwells will discuss with client options and costs. A special one-day license must be requested at least 90 days prior to the event.*

Associated Costs

- Certain events with alcohol may require a campus police officer(s) depending on specific event details including: total number of guests, guest demographic (externals or minors attending), location (academic building w/ classes going on or students around) and event type.
 - Approximate Campus Police Detail for alcohol/bar is \$55/hour at a 4-hour minimum.
- 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

Resources

[Entertainment, Meals, and Travel Expense Policy \(staff and faculty only\)](#)

[Student Code of Conduct](#)

WPI supports, promotes, respects and expects adherence to federal and state laws regarding alcohol and drugs. The entire WPI community (faculty, staff, students and alumni), as well as all external guests, must assume responsibility for providing a climate that respects personal rights, federal and state laws, promotes safety, and models appropriate and acceptable behavior.

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 Conference & Event Services Office and Chartwells Dining Services, reserves the right to schedule and manage each function in the best interest of all Parties.