MIT ALCOHOL GUIDELINES FORM
FOR EVENT HOSTS

In addition to the guidelines below, Event Hosts are responsible for applicable state laws and other MIT policies and procedures governing events and alcohol. For more information regarding procedures for serving alcohol at events and applicable state laws, please consult the MIT Alcohol Policy website at http://web.mit.edu/rlslp/alcohol or contact the staff of RLSLP, CAC, or Conference Services.

Responsibilities for and of a Liquor License
1. A City of Cambridge Liquor License is required for all events where a cash bar is present (even those catered by MIT Catering) or where there is an admission charge at the door (if alcohol is available).
2. The Event Host must be 21 years of age with a valid Massachusetts Driver’s license or Mass State Liquor I.D. to obtain a liquor license.
3. The Event Host must remain present and may not consume alcohol throughout the entire event.

Procedures Every Server of Alcohol MUST Know
1. All servers and event hosts may not consume alcohol during the event.
2. The event must be confined to the assigned room or facility. Alcohol must remain within the event facility.
3. Proof of age must be checked at all entrances to an event. Guests must wear a wristband or other non-duplicable proof of legal drinking age. Proof of age should be checked again when alcohol is served. Hosts are required to attach the bands for the guests.
4. If admission is charged at the door, alcohol, if provided, must be dispensed from a cash bar. Massachusetts General laws prohibit free drinks at licensed events. The minimum price for alcohol at a cash bar is 50¢.
5. Alcohol must be attended at all times. Guests must never be able to help themselves to drinks.
6. A server may not serve more than two drinks to one person at any one time. Pitchers may not be served.
7. Alcohol may not be served to any individual who is under 21 years of age. Violation of this section may result in a fine of $1000, 6 months imprisonment, or both (M.G.L. c138, § 34).
8. Alcohol may not be served to any individual who is intoxicated.
9. Non-alcoholic beverages and food must be available.
10. "Last Call" must be made at least one half hour prior to the event closing time.

MIT’s Restrictions on the Use of Institute Funds
It is prohibited to use Institute Funds to purchase alcohol. In the case of events sponsored by academic departments, labs, and centers, or by administrative units, this prohibition may be waived with the approval of the relevant dean, vice president, or other senior officer, based on a determination that the requirements for serving alcohol at events are understood and will be observed. The prohibition may not be waived when the sponsoring organization is student-run, however, moneys from student-run organizations may be used to hire bonded bartenders and/or party monitors.

Advertising an Event where Alcohol will be Served
Advertising must focus on the event, not the alcohol. Phrases such as “Beverages Available” and “Positive ID Required” are acceptable, while phrases such as “Wine & Cheese Party” and “Beer Bash” are not. Advertising may not offer free alcohol, provide details of the type or brand of alcohol to be served, or include phrases such as “All You Can Drink.”

"By signing below, I confirm that I have read, fully understand, and agree to comply with applicable state laws and the policies stated above, and that I will review them with all servers of alcohol at my event. I understand that disregard for these guidelines may result in action by MIT, including closure of the event or individual disciplinary action."

Signature of Event Host: ________________________________ Date: ____/____/____

Note: For all Institute events (on or off campus) where alcohol will be served, the Event Host MUST also complete an "Event Registration Form."

"By signing below, I acknowledge that I have reviewed the above guidelines with the Event Host."

RLSLP, Conference Services or CAC Signature: ________________________________ Date: ____/____/____

CAC/RLSLP/Conference Services - White Copy

Event Host - Blue Copy