

## **ST. JOHN'S SCHOOL OF LAW ALCOHOL POLICY**

- All on and off campus events involving alcohol must be pre-approved from **Sarah Kelly, Associate Dean for Administration**. You can contact her at [kellys@stjohns.edu](mailto:kellys@stjohns.edu). (in writing). For on-campus events, alcohol must be supplied by the law school catering service. No student organization or journal can provide their own alcohol for on or off campus events.
- ✓ **Alcohol can only be purchased and served through in house catering due to liability concerns as they hold the liquor license for alcohol served on campus. Only the Office of Special Events is authorized to order alcohol. Please note that all orders for alcohol must include a food component.**
- ✓ Students are not permitted to order alcohol on their own.
- ✓ Catering requires 10 business days for events serving alcohol and food items must accompany the order.
- ✓ If ordering additional food from the outside, please note that alcohol cannot be ordered for events without a completed contract/order from the caterer, and a sufficient amount of food must be included and some part of the food order must come from in-house catering.