

Business

Alcohol Use on Campus

The Woodstock Academy is committed to keeping its students alcohol, tobacco, and chemical-free, to supporting Connecticut State Liquor Laws, and to developing opportunities for students to experience school, community, and family activities in an alcohol, tobacco, and chemical-free environment. It is the policy of The Academy that alcohol shall be prohibited at any student event held on one of its campuses.

Additional policies of The Woodstock Academy addressing alcohol, tobacco, and other drugs are covered in the Student Handbooks, Residential Life Staff Handbook, and the Employee Handbook.

Background

The Woodstock Academy owns facilities that it chooses to use from time to time to host school sponsored development, alumni, athletic, social and community functions. Examples may include, but are not limited to the dining halls, Loos Center, Annhurst Hall, Head of School's Residence, or the Morgan Gymnasium. The Academy's facilities are occasionally used by non-profit organizations, community members, and others for special events.

Objectives

It is the intent of this policy to provide guidelines and requirements to allow for limited alcohol consumption at special events on The Woodstock Academy's campuses. It is understood that The Woodstock Academy shall comply with applicable Connecticut State Liquor Laws and is not in the business of selling, distributing, or manufacturing alcoholic beverages.

This policy is in place to protect the safety of The Academy, its students, its visitors, members of the community and the public, users of its facilities, and The Academy's property.

General Requirements

1. Consumption of alcohol on campus must be approved in writing at the sole discretion of the Head of School or his/her designee on a case-by-case basis, and the Head of School or his/her designee may impose whatever limitations or conditions on the consumption and service of alcohol that he/she deems appropriate.
2. Students or youth under the age of 21 cannot be present on campus locations where alcohol is served except under circumstances with approval from the Head of School or his/her designee or as an employee of a Licensed Service.
3. The Woodstock Academy is a tobacco-free campus and use of tobacco products is prohibited.

Priorities of Usage

The Head of School or his/her designee approves each request or application for facility usage and reserves the right to deny any request or application for any reason.

Special events shall not displace or disrupt regularly scheduled classes or school/student events.

Special events shall not extend beyond the hours approved in the application or request and may never extend beyond 11:00 p.m.

Generally, Academy events have preference over outside organizations, groups, or individuals for available dates and usage of facilities.

Alcohol Server/Insurance Requirements for Academy Events

1. The need to use a caterer/Licensed Server is determined at the discretion of the Head of School or his/her designee for each event. When using a caterer, The Woodstock Academy requires the use of a Licensed Service properly licensed by the State of Connecticut.
2. The Licensed Service shall furnish The Academy with a copy of the approved off-premises permit issued by the State of Connecticut Department of Consumer Protection, Liquor Control Division.
3. The Licensed Service shall also provide a Certificate of Insurance indicating that liquor liability coverage is in force.
 - a. Liquor liability coverage shall be no less than \$2 million per occurrence and \$4 million in the aggregate. Higher amounts may be required at ~~in~~ the discretion of the Head of School or his/her designee.
 - b. The Certificate of Insurance shall reflect coverage that includes the Trustees of The Woodstock Academy as well as The Woodstock Academy, including naming their officers, employees, and agents as additional insureds. Said policy shall be written by an insurer satisfactory to The Academy.

Alcohol Server/Insurance, Indemnification and Application Requirements for Applicant/Lesseees

Any outside user, individual, or group who requests to use or rent The Academy's facilities (the "Applicant/Lessee") must file an application with the Head of School or his/her designee identifying the Licensed Server to be used, the facility requested, the date, time, and duration of the event, and the number of attendees expected. Any Applicant/Lessee who requests to use The Academy's facilities should be provided with a copy of this Policy together with the Application and Indemnification Agreement forms.

The Applicant/Lessee is responsible for furnishing copies of the following required Permits, Certificates of Insurance, and Indemnification forms to the Head of School or his/her designee:

1. A copy of the approved off-premises permit issued by the State of Connecticut Department Consumer Protection, Liquor Control Division to the Licensed Service hired to cater the event.
2. A copy of the Certificate of Insurance provided by the Licensed Service indicating liquor liability coverage is in force.
 - a. Liquor liability coverage shall be no less than \$2 million per occurrence and \$4 million in the aggregate. Higher amounts may be required at the discretion of the Head of School or his/her designee.
 - b. The Certificate of Insurance shall reflect coverage that includes the Trustees of The Woodstock Academy as well as The Woodstock Academy, including naming their officers, employees, and agents as additional insureds. Said policy shall be written by an insurer satisfactory to The Academy.
3. The Applicant/Lessee shall also provide The Academy with a Certificate of Insurance indicating that they have Commercial General Liability Insurance in effect during the period of occupancy.
 - a. General Liability Coverage shall be no less than \$2 million per occurrence for bodily injury (including death), personal injury, and property damage including loss of use. Higher amounts may be required in the discretion of the Head of School or his/her designee.
 - b. The Certificate shall reflect that the Trustees of The Woodstock Academy as well as The Woodstock Academy are named as additional insureds. Said policy shall be written by an insurer satisfactory to The Academy.
4. The Applicant/Lessee shall be required to sign an Indemnification Agreement that will indemnify and hold The Academy and the Woodstock Academy Board of Trustees harmless from any and all claims, costs, and liabilities arising out of or in connection with its occupancy and use of The Academy's facilities.

The Applicant/Lessee must agree to the following additional requirements:

1. The Applicant/Lessee must identify the name and contact information for the “Responsible Party” on the Application. The Responsible Party is the contact person during the event and as such must be present for the entire event.
2. The Applicant/Lessee generally may have to pay for the services of at least one campus safety or state police officer to be present for the duration of the event where alcohol is served. The Head of School or his/her designee has discretion to require one or more campus safety or state police officer(s) for larger events.
3. The Applicant/Lessee is responsible for removing all trash, garbage, and recyclables, as well as all alcohol and related containers from the premises immediately after the event. The facility shall be appropriately cleaned to remove any odor of alcohol.
4. The Applicant/Lessee must pay a Damage/Clean-up deposit with its application, the amount of the deposit to be determined by the Head of School or his/her designee. The Academy will determine the adequacy of clean-up and the extent of any damages by the next business day after the event. If clean-up or damages exceed the deposit, the Applicant/Lessee will be responsible for the remaining balance. If there is no damage, a refund check of the entire amount will be mailed within 10 days following the event. Partial refund checks will be issued after expenses have been determined to remedy any damages.
5. The Applicant/Lessee is responsible to limit attendance to the maximum number of attendees, as approved by the Head of School or his/her designee.
6. The consumption and possession of alcohol is limited only to the areas of campus expressly approved by the Head of School or his/her designee, and alcohol may not be consumed or possessed elsewhere on campus, such as outside of buildings.

The Applicant/Lessee should furnish a completed Application form, Indemnity Agreement form, and all required Certificates of Insurance, permits, and deposits to the Head of School or his/her designee at least seven days prior to the requested event. The Head of School or his/her designee has discretion to allow a shorter period of time for the submission of these documents if he/she thinks the circumstances warrant it (such as the use of facilities for a memorial service). Under no circumstances shall The Academy’s facilities be used or rented to an applicant who does not submit all required documents and deposits prior to the event.

Reservation of Rights

The Woodstock Academy and the Woodstock Academy Board of Trustees expressly reserve the right to amend this policy at their discretion at any time.

Policy Adopted: June 27, 2017

Policy Updated: February 17, 2026

The Woodstock
Academy
Woodstock, Connecticut