



# **Alcohol Policy at Massachusetts Facilities Administrators Association (MFAA) Sponsored Events, Trainings and Meetings**

11/2/2022

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## **1.0 Overview**

This policy documents the guidelines of alcohol at Association-sponsored events, trainings and meetings. This policy is subject to an annual affirmation that you have received, read, understand, and agree to comply with this policy of drinking responsibly at MFAA functions.

## **2.0 Background**

All Association Members/guests are ultimately responsible for their choices and behavior regarding the consumption of alcohol when it is available at association-sponsored events, trainings and meetings. A sponsored event, meeting or training occurs anytime a group of Members gathers and is sanctioned by the MFAA Board of Directors and when the company provides catering/bartending services or purchases alcohol for a member's consumption. Members should be aware they may be held individually or collectively liable for incidents from the uncontrolled or illegal use of alcohol. Accordingly, Members are expected to act appropriately and professionally at all times and to comply with the MFAA Member Code of Conduct.

## **3.0 Policy**

**3.1** The sale, availability or distribution of alcoholic beverages to anyone under the age of 21 is strictly prohibited. To that end, the Board has implemented that properly licensed catering/bartending services be utilized whenever alcohol is being served.

**3.2** Regardless of the number of participants, service of alcoholic beverages at MFAA-sponsored events, meetings or trainings shall be regulated to reduce the risk to the safety or well-being of its Members, guests, the public, property and the MFAA brand. At events with attendees of 100 or more people, drink tickets may be utilized to help regulate Member/guest's alcohol consumption at functions.

**3.3** The MFAA Board must approve all company-sponsored events, trainings and meetings where the company provides catering and/or alcohol service. Alcohol will be stored and dispensed in a controlled service area accessible only to designated server(s). Common containers of alcoholic beverages will not be allowed unless controlled by the server. For example, a bottle of



wine may not be set on the table for Member/guests to serve themselves, but must be poured into a glass by the server.

**3.4** Alcohol, payment of bar tabs, coupons for free or reduced-price drinks may not be awarded as prizes at any sponsored event.

**3.5** All alcoholic beverages must be consumed within the area in which it is served. No containers, either open or closed, may leave the event area.

**3.6** Drinking games or other activities which encourage the rapid consumption or the consumption of large amounts of alcohol are prohibited.

**3.7** Beer or wine is the company standard when alcoholic beverages are served and catering is provided by the company. Hard liquor will not be served at such catered company events unless approved by the Board of Directors.

**3.8** The presence or consumption of alcohol is not permitted on transportation vehicles used during or to support MFAA-sponsored events, including shuttles and bus services used for both local and long-distance transport of participants.

**3.9** At all events, meetings and trainings where alcohol is served, the hosting facility is the first line of ensuring obviously intoxicated persons are not served alcoholic beverages. It is also the responsibility of any attending Board member or event committee member to support this initiative as well if someone is observed to be obviously intoxicated that they not be served additional alcoholic beverages.

**3.10** It is always the sole responsibility of the Member, and not the MFAA, to ensure he or she does not operate a vehicle if his or her blood alcohol level exceeds the legal limit in the jurisdiction in which the event, meeting or training is being held.

**3.11** Members representing the MFAA at non-company sponsored events, i.e., conferences, seminars, business meetings, etc. must be responsible regarding their use of alcohol and abiding by the laws and policies of the state, country or organization they are visiting. MFAA's Board of Directors may take disciplinary action against individuals whose use of alcoholic beverages negatively impacts the company's brand, business operations or the health, safety and welfare of the MFAA's organization and members.

**3.12** Members are responsible for their own conduct and actions, as well as the conduct and actions of their guest(s) at all company-sponsored events to include ensuring they remain in compliance with this and other MFAA policies.

**Date Last Updated:** Sept 13, 2022

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Accepted : Policy approved by the Board of Directors on 9-13-2022 and Nov 2, 2022