

ALCOHOL BEVERAGES AT SPECIAL EVENT POLICY (Index 1.2A)

MnSCU System Alcohol Use Policy for special events (1A.9) grants to the President the authority to permit alcohol service at designated special events. The purpose of these regulations is to set the policies and procedures which will apply to alcohol service at events approved by the President. Alcohol may only be served pursuant to System Policy upon approval by the President in accordance with the following regulations.

A. STATE LAW

Minnesota State University, Mankato supports the strict enforcement of the Minnesota liquor laws. These regulations incorporate by reference such laws and any violation of State law shall be considered to be a violation of the regulations. Individuals and groups requesting approval to serve alcohol should familiarize themselves with the applicable State law, the MSU Alcohol and Other Drugs Policy and, in particular, should be aware of the following requirements:

1. Alcoholic beverages will not be served to any person under the age of 21.
2. Alcoholic beverages will not be served to any intoxicated or disorderly person, and such intoxicated persons shall not be allowed to remain on or about the premises in which alcoholic beverages are furnished.
3. The sponsor shall assume responsibility for compliance with State law, MSU's Alcohol and Other Drugs Policy, MnSCU policy and these regulations.
4. Inappropriate conduct resulting from the use of alcoholic beverages is a serious offense and may constitute grounds for University disciplinary action as well as civil or criminal action.
5. No state money may be used to purchase, serve, or underwrite the sale or service of alcoholic beverages or 3.2 percent malt liquor.

B. EVENTS

With Presidential approval, alcohol may be served at University sponsored activities/events (on or off campus) which include projects or programs sponsored by the University or its departments which relate to and/or support the ongoing educational, cultural, research, and community service mission of the institution.

C. INSURANCE

Insurance must be provided for any University event where alcohol will be served. For events held at off-campus locations, the insurance coverage shall be at minimum \$300,000 per individual/\$1,000,000 per incident and shall be provided by the off-campus site. For events held on campus, the sponsor must show evidence of public liability naming the University as an additional insured for minimum limits of **\$300,000 per person/\$1,000,000 per occurrence***. Arrangements can be made by contacting the University's Conference Coordinator (389-6785). Please contact the Office of Finance and Administration (389-6623), if there are any questions regarding insurance coverage.

D. CATERING

For on-campus events:

1. Alcohol beverages will be served exclusively by an authorized caterer, who will be responsible for obtaining required licenses.
2. Non-alcoholic beverages and food will **always** be available at events at which alcohol is served.
3. Arrangements for catering of alcohol beverages may be scheduled and arranged only after the "Permit to Serve Alcoholic Beverages at Events" form has been completed and approved. Please allow at least ten (10) working days for approval.
4. Alcoholic beverages may be consumed only in authorized areas and may not be carried out of those areas.
5. Serving arrangements will be determined by University Dining Services, the sponsor and the Conference Coordinator or his/her designee.
6. Security will be available, when deemed necessary. The Reservations Office will advise the requesting party of the need for security and any costs for such service.

***homeowner's insurance**

For off campus events:

1. Non-alcoholic beverages and food will **always** be available at events at which alcohol is served.
2. Arrangements for catering of alcohol beverages by any facility may be scheduled and arranged only after the “Permit to Serve Alcoholic Beverages at Events” form has been completed and approved. Please allow at least ten (10) working days for approval.
3. Serving arrangements will be determined by the sponsor and the Conference Coordinator or his/her designee.
4. Where required by the local municipality, the sponsor will assure that all licensing requirements have been met.

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