

From MSU Facilities Use Manual

1090.00 Events with Service of Alcoholic Beverages

1091.00 Authorization Requirements.

The Montana Board of Regents prohibits the consumption of alcoholic beverages on Montana State University property, except at locations and events as authorized by the President or designee. The Vice President for Student Affairs, as designee of the President, may authorize consumption and/or service of alcoholic beverages at certain events. Consumption and/or service of alcoholic beverages will be approved only with a substantive event at which alcoholic beverages are not the primary focus of the event. Any sale and/or service of alcoholic beverages at an event must meet the following conditions:

1. All sales and service of alcohol shall be in compliance with Montana laws.
2. Any sale of alcohol must be by an authorized vendor holding a valid liquor license. Sale of tickets to an event where complimentary alcohol is served will be considered a sale of alcohol;
3. Unless using a licensed alcohol vendor, any server of alcohol at University sponsored events on and off campus must have responsible alcohol server training or TIPS training; No consumption of alcohol by persons selling or serving alcohol is permitted;
4. Any person who is authorized to serve or sell alcohol who has reason to question the age of a person ordering alcohol must verify age by requesting a photo identification that proves the individual is over 21. No service or sale of alcohol to persons who are intoxicated or disorderly is allowed;
5. Non-alcoholic beverages and food must be made available at events where alcohol is served or sold; and
6. Alcohol may only be served or consumed in approved locations.
7. Access to the event must be controlled by the Event Sponsor.

Before any alcoholic beverage may be served at events on the MSU campus, prior administrative approval must be obtained. If approval is not obtained before the event, alcohol service may not be allowed. It is the Event Sponsor's responsibility to make sure approval is obtained prior to the event.

1092.00 Approval Process.

The process for approving the consumption and/or sale of alcoholic beverages originates with University Catering. Please go to the following website: <http://www.montana.edu/ufs/catering/request/> to complete your request.

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2. Consumption and/or service of alcoholic beverages will be approved only with a substantive event at which alcoholic beverages are not the primary focus of the event. ¶
3. Food and non-alcoholic beverages must be made available by the Event Sponsor.¶
4. Consumption and possession of alcoholic beverages is permitted only within designated and monitored areas for the event.¶
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If service of alcoholic beverages is approved, the Event Sponsor will be billed and is responsible to pay for all security as determined by the University. The level of security required is dependent on event size, nature and location of the event, effective risk management and other considerations as determined by the University.

1093.00 Exclusive Alcohol Vendor.

University Catering is not licensed to provide alcoholic beverages. Therefore, sale or service of alcoholic beverages at any event requires the use of the licensed alcohol vendor under contract to the University. Because this is an exclusive agreement, only the University's contract vendor is legally permitted to provide alcoholic beverages for any University events. Event Sponsors who plan to provide, sell or serve alcohol must contact University Catering to reserve the services of MSU's vendor and to follow all [rules for such use](#). Direct contact by the group with the vendor to make alcohol arrangements is not permitted. University Catering can be contacted at 994-3336.

1094.00 Exceptions.

The following events require approval of the President's designee, ~~and compliance with this policy~~ but do not require the use of University Catering and/or the University's exclusive alcohol vendor:

A. Events at the Museum of the Rockies and University events at the MSU Foundation Building.

~~B. Private tailgate parties and Suites at the Stadium for football games and scrimmages, if alcoholic beverages are brought by private individuals for their personal consumption.~~

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Deleted: B. Private office gatherings, such as staff meetings or a Christmas party, where no outside guests are invited to attend and alcoholic beverages are brought by employees for consumption by the office staff. In no case would an outside caterer or alcohol vendor be allowed to serve alcohol on campus.

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