

# Application to Serve Alcoholic Beverages at an On-Campus Event

**Route this form to:**  
 Risk Management Office  
 208 WBOB  
 Minneapolis, MN 55454  
 FAX: 612-625-7384

**U Wide Form:**  
 UM 23

**Rev:** 11/2005

*Must be submitted not less than fifteen (15) business days prior to event*

## EVENT INFORMATION

Sponsoring Organization/Department		Event Description		Event Date	Time Begin/End
Event Location (building/room name or number)			Anticipated attendance	Percentage of attendees 21 or over	
Types(s) of alcoholic beverages		Quantity	Types(s) of non-alcoholic beverages		Quantity
Source of funds for purchase of alcohol			How will the age of those requesting alcohol be verified?		
Is the event open to the public?	Will admission be charged?	Will a donation be requested?	Who will serve the alcohol?		
At what time will the serving of alcohol stop?	What food will be served? In what quantity?				

## RESPONSIBLE PERSON(S) (use reverse side if additional space is needed)

The undersigned have read and understand the Minnesota laws and University regulations concerning the serving of alcohol on campus and hereby (i) agree to be present at the event described above and (ii) assume the responsibility of compliance with such laws and regulations.

Name:		Address, City, State, Zip:			
Phone:	Fax:	E-mail:			
Signature				Date:	
Name:		Address, City, State, Zip:			
Phone:	Fax:	E-mail:			
Signature				Date:	

## CONTACT PERSON

Name:	Address:	Phone:	Email:
		Fax:	

Approvals: Dean or Department Head: \_\_\_\_\_ Student Activities Office: \_\_\_\_\_

(For coordinate campuses:) Chancellor's Office: \_\_\_\_\_

Office of Risk Management: \_\_\_\_\_ Acknowledgement by University Police: \_\_\_\_\_

## Acknowledgement of Laws and University Standards Related to Serving Alcohol

**Please Note:** *It is possible that a U of M Police officer and/or a University representative may visit your event to ensure compliance with state law and University policies regarding alcohol. The University will impose sanctions on students, faculty and staff who are found responsible for non-compliance. In addition, departments will be held responsible for the actions of their employees when they are the party responsible of record for an event. Among the sanctions that are possible for policy violation is the prohibition against serving alcohol at future events. Additionally, violation of state law may result in legal consequences.*

**Please initial in the boxes on the right-hand side to indicate that you have read and understand each requirement placed upon you as the person accepting responsibility for this event.**

✓ The person signing this application, as the responsible party, must be present at the entire event, as well as refrain from the consumption of alcohol during the event.	<b>Initial Here:</b>
✓ The responsible party is responsible for monitoring the event and ensuring that alcohol is served in a responsible and safe manner in accordance with the guidelines listed below.	
✓ The responsible person has reviewed and understands the relevant state laws (listed on opposite page) and University policy related to host liability, serving underage guests, or intoxicated guests.	

**In order to prevent excessive intoxication, follow these standards:**

✓ Food must be served at the event (peanuts, potato chips, pretzels and other salty foods are not sufficient to meet this requirement).	<b>Initial Here:</b>
✓ A variety of non-alcoholic beverages must be provided in equal or greater amounts than the alcoholic beverages. For example, if there are 32 ounces of an alcoholic beverage at an event, there must be at least 32 ounces of a non-alcoholic beverage as well.	
✓ Beverages must be given to a designated server for distribution.	
✓ Drinking games are prohibited.	
✓ Kegs or party balls are prohibited, as well as open containers where participants mix their individual alcohol beverages in a collective recipe.	
✓ Only standard size glasses should be used (beer - 12 oz glass or smaller, spirits: 1 1/2 oz or smaller, wine: 5 oz glass or smaller).	
✓ Only measured drinks will be served (no free-pour).	
✓ Serving alcohol will end at least 30 minutes prior to the end of the event.	

**In order to prevent underage consumption, follow these standards:**

✓ Alcohol must be served to individuals and not "help yourself."	<b>Initial Here:</b>
✓ Age identification must be checked if it is possible that individuals under the age of 21 will be present.	

**In order to promote the safety of guests, follow these standards:**

✓ Individuals who are assumed to be intoxicated or otherwise impaired must not be served.	<b>Initial Here:</b>
✓ The Office of the Risk Management and Insurance, in consultation with the U of M Police Department will determine whether the presence of one or more police officers is necessary to promote the safety of the guests at your event. If it is determined that a police presence is required, you, your group or department will be responsible for paying for the associated costs.	
✓ You and your organization are responsible for providing a list of transportation services and safety escort services along with their phone numbers. This list must be posted in prominent locations at the event. Provisions must be made for those who desire to call one of these services	
✓ No participant will be permitted to leave the event with an individual open container(s) of alcohol.	
✓ Events that take place outside must have physical boundaries (e.g., roped off area or tent that has been approved by facilities management) to restrict access. Steps must be taken to ensure that guests are not allowed to take alcohol away from an event that is outside.	

**Acknowledgement of Laws and University Standards Related to Serving Alcohol**

Please initial in the boxes on the right-hand side to indicate that you are aware of the following relevant state laws.

**MINNESOTA STATE LAWS**

<p><b>Disorderly Conduct</b> Anyone who engages in conduct in a public or private place that will, or tends to alarm, anger or disturb others or provoke an assault or breach of the peace is guilty of disorderly conduct. This includes fighting or brawling or engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct that may arouse alarm, anger or resentment in others. Violation is a misdemeanor, punishable by a fine of up to \$1,000.00 and/or 90 days in jail.</p>	<p align="center"><b>Initial Here:</b></p>
<p><b>Underage Consumption, Purchasing, or Possession of Alcohol</b> One who violates any of the following provisions may be guilty of a misdemeanor and subject to 90 days in jail and up to a \$1,000.00 fine.</p> <p><b>Fake ID:</b> It is unlawful to misrepresent one's age or identity for the purpose of purchasing alcohol.</p> <p><b>Consumption:</b> It is unlawful for a person under the age of 21 to consume alcohol outside of their parent's or guardian's household.</p> <p><b>Possession:</b> It is unlawful for a person under the age of 21 to possess any alcoholic beverage with the intent to consume outside their parent or guardian's household.</p> <p><b>Furnishing or providing alcohol to individuals under the age of 21:</b> It is a felony to furnish or provide alcoholic beverages to a person under 21 years of age if the person either dies or becomes seriously injured as a result of the alcohol. It is a gross misdemeanor to provide or furnish alcohol to an individual under the age of 21. If found guilty of this offense a person is subject to a fine of up to \$3,000.00 and/or 1 year in jail. Under this statute it is not a defense to claim they believed the person to be of valid drinking age.</p>	<p align="center"><b>Initial Here:</b></p>
<p><b>Driving While Intoxicated</b> Whoever drives, operates or is in physical control of a motor vehicle while under the influence of a controlled substance, or with an alcohol concentration above 0.10 is guilty of a misdemeanor and subject to a fine up to \$1,000.00 and or 90 days in jail. Whoever drives, operates or is in physical control of a motor vehicle with an alcohol concentration of 0.20 or higher or has a record of a previous alcohol-related incident may be charged with gross misdemeanor and face a fine up to \$3,000 and/or up to one year in jail.</p>	<p align="center"><b>Initial Here:</b></p>
<p><b>Zero Tolerance</b> It is a crime for anyone under the age of 21 to drive, operate or be in physical control of a motor vehicle while consuming or after consuming any amount of an alcoholic beverage or with the presence of any alcohol in the system. A violation of this law will result in loss of driving privileges for 30 days and will become a permanent part of one's driving record.</p>	<p align="center"><b>Initial Here:</b></p>

For additional information on Minnesota state laws related to alcohol, please visit the Minnesota State Legislature Web Page: <http://www.leg.state.mn.us/leg/statutes.asp>

## Application to Serve Alcoholic Beverages at an On-Campus Event Instructions

1. Responsible Person(s). The Responsible Person(s) identified in the application shall be held responsible for compliance with all applicable laws and standards and for the conduct of persons attending the event. Responsible Person(s) must be present at the event at all times and until all persons attending the event have left the premises. At least one Responsible Person must be named for each 50 persons in attendance.
2. Applicable Laws and Procedures. A summary of applicable laws and standards has been delivered to the person(s) submitting this application (page 2-3). All persons are responsible for compliance with all applicable laws and standards.
3. No Sale of Alcohol. No alcohol may be sold at the event. No donation may be required in connection with the serving of alcohol. The cost of alcohol may not be included in the price of an admission ticket or be funded directly or indirectly by University budgeted funds.
4. Security. If more than 50 persons will attend the event, additional security may be required at the discretion of the University Police Department. Applicant groups may be required to bear the cost of additional security.
5. Insurance. Special events insurance coverage must be provided by:
  - All external (non-University) groups
  - University groups using facilities for non-educational events\*

Insurance may be purchased through the Office of Risk Management (ORM) at (612) 624-5884 or from any insurance company. If coverage is not purchased through ORM, a certificate of coverage must be provided to ORM not later than 10 business days before the event.

\* University groups that are Registered Student Groups holding events at the following locations are exempt from this insurance requirement: (Twin Cities) Coffman Memorial Union, West Bank Student Center, and St. Paul Student Center; (Duluth) Kirby Student Center; (Morris) UMM Student Center; and (Crookston) UMC Student Center.

6. Where to Submit this Application. This application should be submitted not less than 15 business days before the scheduled event as follows:
  - By University groups on coordinate campuses, to the appropriate Student Activities Office or other campus office and then to the Chancellor's Office on each campus;
  - By Twin Cities campus Registered Student Groups, to the Student Activities Office;
  - By Twin Cities campus faculty or employee groups, to the Office of Risk Management;
  - By all external groups, to the Office of Risk Management on the Twin Cities campus.

**Questions should be addressed to the Office of Risk Management, (612) 624-5884.**