

# Alcohol Use Application – University Organization

**For Use by University Applicants (i.e. Colleges/Departments/Centers/Units and Campus Life Programs) & Registered Student Organizations (RSO)**

Application must be submitted not less than **fifteen (15)** days prior to event. **COMPLETE ALL SECTIONS.**

**Alcohol Service Only**

**Alcohol Sale – Direct Sale or Indirect Sale**

## 1. CONTACT INFORMATION

The undersigned accepts responsibility for adherence to Minnesota laws and University standards related to the sale and service of alcohol on campus for this event.			
Contact Person:	Phone:	E-mail:	Fax:
Responsible Person:	Phone:	E-mail:	Fax:
Responsible Person Signature:		Date:	
Dean/Department Head Approval (For Faculty/Employee/Campus Life Program Events):			
Signature:		Date:	

## 2. EVENT INFORMATION

Sponsoring Department:	Event Date:			
Event Description:	Event Location/Venue (Building Name/Room):			
<input type="checkbox"/> Private Departmental Event (Limited to University Employees, Family Members, Special Invited Guests, Donors, & CLP Membership. <b>Events attended by members of the general public, students or alumni do not qualify.</b> )				
<input type="checkbox"/> Private Registered Student Organization Event (Limited to RSO Membership)				
<input type="checkbox"/> Public Event (Event Open to the General Public) – <b>Requires Use of Licensed Caterer with Alcohol Permit (See Section 4)</b>				
Event Start Time:	Service End Time:	Event End Time:	Anticipated No. Attendees:	% of Attendees UNDER age 21*:
*ALCOHOL SERVICE MUST END 30 MINUTES PRIOR TO EVENT END TIME.			*ALCOHOL MANAGEMENT PLAN MAY BE REQUIRED FOR EVENTS WITH ATTENDEES UNDER AGE 21	

## 3. UNIVERSITY ALCOHOL STANDARDS

The responsible person acknowledges and agrees to adhere to the following University Alcohol Service standards. <i>Initial Here:</i> _____	
<b>Types of Alcoholic Beverages &amp; Quantity:</b>	
<input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Hard Liquor # of Servings _____      # of Servings _____      # of Servings _____      Total # of Servings _____ ✓ Standard Serving Size: Beer: 12 oz    Wine: 4 oz    Hard Liquor: 1 oz ✓ Maximum quantity limited to 1 drink per person per hour. ✓ Equal amount of non-alcoholic beverages must be available; such beverage service must be in compliance with University's exclusive beverage contract.	
<b>Alcohol Service &amp; Age Verification:</b> ✓ Alcohol must be served by Licensed Caterer at all events except Private Departmental, Private CLP & Private RSO Events. ✓ Age verification of all persons must be conducted.	<b>Prohibited Activities:</b> ✓ Drinking Games ✓ Kegs or Party Balls ✓ Alcoholic beverages mixed in a collective recipe
<b>Food Service:</b> ✓ Heavy appetizers or full meal must be served at any event where alcohol is served. Alcohol caterer is required to serve food under the terms of the MN Caterer's Permit with Alcohol.	
<b>Funding: EXCEPT AS REQUIRED BY LAW AT A LICENSED FACILITY, UNIVERSITY BUDGETED FUNDS MAY NOT BE USED DIRECTLY OR INDIRECTLY FOR THE PURCHASE OF ALCOHOL.</b>	

**4. LICENSED CATERER - NOT REQUIRED FOR PRIVATE DEPARTMENTAL OR PRIVATE RSO EVENTS**

The Caterer must hold a State Issued Caterer's Permit with Alcohol. The Caterer accepts responsibility for managing alcohol service, controlling alcohol consumption and ensuring compliance with all Minnesota laws (See Page 3 of Application) and University policies and procedures concerning the sale and service of alcohol.

Name:		Address, City, State, ZIP:	
Phone:	Fax:	E-mail:	
<input type="checkbox"/> Caterer's Permit with Alcohol # _____ <b>COPY MUST BE ATTACHED</b>		<input type="checkbox"/> Food Service Must Accompany Alcohol Sale	<input type="checkbox"/> Certificate of Liquor Liability Insurance - \$1,000,000 Limit of Liability <b>Regents of the University of Minnesota</b> named as an Additional Insured. <b>COPY MUST BE ATTACHED</b>
<b>All assigned servers of alcoholic beverages must have current training certification in the responsible serving of alcohol including the prevention of sales to underage or intoxicated customers.</b> Type of Server Training Completed <input type="checkbox"/> TEAM <input type="checkbox"/> TIPS <input type="checkbox"/> Other (Describe):		Caterer Signature: _____ Date: _____	

**APPROVALS**

Signature

Date

Chancellor's Office (For Coordinate Campuses)		
Office of Risk Management		

**RSO EVENTS**

Signature

Date

Student Activities Office Review		
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# Acknowledgement of Laws Related to Alcohol Service and Consumption

**Please Note:** A University 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 found responsible for non-compliance. The violation of state law may result in legal consequences.

## MINNESOTA STATE LAWS

### Disorderly Conduct

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. Minn. Stat. §§609.72 and 609.0341

### Underage Consumption, Purchasing, or Possession of Alcohol

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. Minn. Stat. §340A.703

**Fake ID:** It is unlawful for a person under the age of 21 to claim to be 21 or older for the purpose of purchasing alcohol. Minn. Stat. §340A.503, Subd. 5

**Consumption:** It is unlawful for a person under the age of 21 to consume alcohol outside of their parent's or guardian's household. Minn. Stat. §340A.503, Subd. 1(a)(2)

**Possession:** 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. Minn. Stat. §340A.503, Subd. 3

### Furnishing or providing alcohol to individuals under the age of 21:

It is a felony to furnish or provide alcoholic beverages to a person under 21 years of age if that person becomes intoxicated and either causes or suffers death or great bodily injury as a result of the intoxication.

Minn. Stat. §340A.701, Subd. 1(4)

It is a gross misdemeanor to provide or furnish alcohol to an individual under the age of 21. Minn. Stat. §340A.702(8)

If found guilty of furnishing alcohol to an individual under 21 a person is subject to a fine of up to \$3,000.00 and/or 1 year in jail. Minn. Stat. §609.0341

### Driving While Intoxicated

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 0.08 is guilty of a misdemeanor and subject to a fine up to \$1,000.00 and or 90 days in jail. Minn. Stat. §169A.20, Subd. 1(1), (2) and (5)

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 and may have license revoked for twice the period of time. Minn. Stat. §169A.54, Subd. 5

### Zero Tolerance

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. Minn. Stat. §169A.33, Subd. 2

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. Minn. Stat. §169A.33, Subd. 4

### Sales to Obviously Intoxicated Persons

No person may sell, give, furnish, or in any way procure for another, alcoholic beverages for the use of an obviously intoxicated person. Minn. Stat. §340A.502

**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>

## Alcohol Use Application Information

1. **Alcohol Sale:** Under state law, payment of a registration fee or entry fee to attend an event at which alcohol is served is an “indirect sale” of alcoholic beverages, and treated the same as a “direct sale” (cash bar).
2. **Responsible Person(s):** Responsible Person(s) must be present at the event at all times and until all attendees have left the premises.
3. **Applicable Laws and Standards:** A summary of applicable laws and standards has been delivered to the person(s) submitting this application. All applicants are responsible for compliance with all applicable laws and rules.
4. **Security:** Additional security may be required at the discretion of the University Police Department for any event with more than 50 attendees. Applicant groups will be required to bear the cost of additional security.
5. **Safety:** Individuals who appear to be intoxicated or otherwise impaired will not be served. The Responsible Person must provide a list of transportation services and safety escort services as needed. Events that take place outside must have physical boundaries to restrict access (e.g., fenced area or tent approved by Facilities Management). Guests are not allowed to take alcohol away from an event.
6. **Private Departmental Events:** Meeting or activity held by and for the University department such as an office or retirement party attended by University employees, employee’s family members, special invited guests, or donors. **Events attended by members of the general public, students or alumni do not qualify.** No direct or indirect sale of alcohol is permitted at Private Departmental Events.
7. **Private Campus Life Program Events:** Meeting or activity held by and for a University Campus Life Program attended solely by members of the Campus Life Program. No direct or indirect sale of alcohol is permitted at Private Campus Life Program Event.
8. **Private Registered Student Organization (RSO) Events:** Meeting or activity held by and for a University Registered Student Organization attended solely by members of the Organization. No direct or indirect sale of alcohol is permitted at Private RSO Events.
9. **Alcohol Management Plan:** Detailed alcohol management plan may be required for CLP/RSO events with minors in attendance. Plan should include detailed description of event and specific plan to ensure compliance with University Alcohol Standards, measures to ensure underage attendees do not possess or consume alcohol, event security plan, etc.
10. **Caterer Insurance Requirements:**

**General Liability & Liquor Liability Insurance** including the Regents of the University of Minnesota as an additional insured.

6. **Application Approval:** This application should be submitted for review and/or approval not less than **15 business days** before the scheduled event as follows:
  - **Twin Cities Campus Colleges/Departments/Centers/Units/Campus Life Programs:**  
To the Office of Risk Management  
Email: [orm@umn.edu](mailto:orm@umn.edu) or Fax: 612-625-7384
  - **Twin Cities Registered Student Organizations:**  
To the Student Activities Office for review prior to submission to the Office of Risk Management for Approval
  - **University Groups on Coordinate Campuses:**  
To the Campus Student Activities Office and Chancellor’s Office
7. **Documentation Checklist:** Application request must include the following documentation for prompt approval.

- Completed Alcohol Application
- Caterer’s Permit with Alcohol (Not required for Private Departmental, Private Campus Life Program or Private RSO Events)
- Caterer’s General Liability & Liquor Liability Insurance Certificate (Not required for Private Departmental, Private Campus Life Program or Private RSO Events)

**Questions should be directed to the Office of Risk Management (612)624-6019 or (612) 624-5884.**

**Email: [orm@umn.edu](mailto:orm@umn.edu) Fax: 612-625-7384**