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## ALCOHOL BEVERAGE PERMIT PROCESS

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Purpose:

To establish University policy for the alcohol beverage permit process.

Additional Authority:

Idaho State Board of Education Governing Policies & Procedures, Section I.J.2

Idaho Code §23-105

State Board of Education Administrative Rules IDAPA 08.01.08

Scope:

Applies to alcohol served on university owned or controlled property.

Responsible Party:

Office of the President or Legal Counsel, 426-1491

Definitions:

Alcoholic beverage—any beverage containing alcoholic liquor as defined in Idaho Code.

Event organizer—the individual or group who is responsible for the permitted event.

Living quarters—the specific room or rooms of a residential facility that are assigned to students of the institution (either individually or in conjunction with another roommate or roommates) as their individual living space.

Permitted event—an event that has received an Alcohol Beverage Permit.

University facilities/property—any facility/property owned or maintained by the university.

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## POLICY

### I. Policy Statement

This policy provides requirements under which exceptions to the prohibition of alcoholic beverages on campus grounds will be made for Boise State University. This policy allows the President or the President's designee to grant a permit for possession or consumption of alcoholic beverages only as permitted by and in compliance with this policy. Decisions to allow possession and consumption of alcoholic beverages must be consistent with the proper image and the mission of the institution.

## II. Requirements and Exceptions

A. Alcohol Beverage Permit: Alcohol Beverage Permits will set forth the time at which the sale, service, possession, and consumption of alcoholic beverages will be permitted. Service and sale of alcoholic beverages must stop in advance of the time of closure of the event to sufficiently allow an orderly and temperate consumption of the balance of the alcoholic beverages then in possession of the event participants. A permit may only be issued to allow the sale or consumption of alcoholic beverages on public use areas of the campus grounds, provided that all of the following minimum conditions are met:

1. Permit Application: An application for an Alcohol Beverage Permit must be made by an event organizer. The application must include a description of the activity that is being planned, as well as descriptions of the area or location and period of time the event will take place. An Alcohol Beverage Permit may only be granted for a specifically designated event. With regards to the sell and consumption of alcoholic beverages, event organizers must comply with all applicable laws of the State of Idaho and the local jurisdiction.
  - a. The area or location in which the activity will take place must be defined with particularity and must encompass a restricted space or area suitable for properly controlling the possession and consumption of alcoholic beverages.
  - b. The time period for the activity must be limited to one contiguous event (such as a dinner, conference, reception, concert, or sporting competition). An extended series of events or a continuous activity with no pre-determined conclusion will not be a permitted event.
2. Additional Food and Activity Requirements: The serving of alcoholic beverages must be part of a planned food and beverage program for the permitted event, rather than a program serving alcoholic beverages only. A meal equivalency must be available at the event and purchased or provided by the university's contracted food service provider. Consumption of alcoholic beverages and food cannot be the sole purpose of a permitted event; therefore, a comparable amount of non-alcoholic beverages must be as readily available as alcoholic beverages.
3. Invitation or Admission Price Requirements: A permitted event must be one requiring paid admission through purchase of a ticket or through payment of a registration fee or one where admission is by

written, personal invitation. Events generally open to participation by the public without admission charges, or without written personal invitation, will not be eligible for an alcoholic beverage permit. Only persons who have purchased a ticket or paid a registration fee for attendance at a permitted event, or persons who have received a written invitation, will be authorized to possess and consume alcoholic beverages at the event.

4. Designation of Alcoholic Consumption Areas: Event planners must designate a confined and defined area where alcoholic beverages may be possessed and consumed. The defined area must be confined to the area described in the permit application and clearly marked and separated in a fashion that entry into and exit from the area be controlled to ensure that only those authorized to enter do so and that no alcoholic beverages leave. Under no circumstances will the general public or participants in a permitted event be allowed to bring alcoholic beverages into the event or leave the defined area while in possession of an alcoholic beverage.
5. Event Security: If requested by the facility manager or department responsible for an outdoor venue, the permitted event must provide a security presence through the university's contracted law enforcement provider. This requirement will be met at the expense of the event organizer.
6. Copy of Alcohol Beverage Permit: The permitted event must conspicuously display the Alcohol Beverage Permit in the authorized area where alcohol is being sold and consumed.
7. Alcoholic Provider: All alcoholic beverages must be supplied through the university's contracted food service provider. No common-source service will be provided.
8. Prohibition on Use of Alcoholic Product Names for Event Promotion: The use of the name of any alcoholic product to advertise an event is prohibited.
9. Under Legal Drinking Age Responsibility: The event organizer and contractors providing the alcoholic product will assume full responsibility to ensure that no one under the legal drinking age is supplied with the product or allowed to consume an alcoholic product at the event.
10. Event Organizer Insurance: The event organizer must provide proof of insurance coverage, including host liquor liability and liquor legal liability, in amounts and coverage limits sufficient to meet the needs

of the institution. In no case will the insurance coverage be less than \$500,000 per occurrence. Such insurance must list the permitted event organizer, the university food service contractor, Idaho State Board of Education, and the State of Idaho as the insureds. Proof of insurance must be in the form of a formal endorsement to the policy evidencing the coverage and the required additional insureds.

- B. Alcohol in Living Quarters: Within residential facilities owned, leased, or operated by an institution, the university President or his or her designee may allow the possession or consumption of alcoholic beverages by persons of legal drinking age within the living quarters of persons of legal drinking age. Consumption of alcohol will not be permitted in the general use areas of any such residence facility. Possession of alcohol within the general use areas of a residential facility may only be done in a facility where consumption has been authorized by the President or President's designee, and such possession will be only as is incidental to, and reasonably necessary for, transporting the alcohol by the person of legal drinking age to living quarters where consumption is allowed.

### III. Procedure for Approval

An application for an Alcohol Beverage Permit must be approved by the venue administrator, the contract administrator of the University's Food Service, and the University President. All applicants for the permit must agree to all the terms of this policy in order for the permit to be issued. Acceptance of a permit constitutes an agreement on the part of the event organizer to adhere to the provisos of this policy.