

Policy 100.5 – Campus Alcohol

Date Adopted: 8/26/88

Issuing Office: Administration & Finance

Date Revised: 1/16/08

Approved By:

References: BOR Policy 503.1, UMW Policy 600.3

I. POLICY

Consumption of alcoholic beverages on property belonging to the Montana University System is prohibited except as expressly permitted (Board of Regents Policy 503.1). Specifically, the use or possession of alcoholic beverages is prohibited: 1) in University of Montana Western buildings, grounds, and athletic fields, 2) at on- or-off campus university-sponsored events, and 3) at on- or off-campus university-recognized student club events, except in limited approved circumstances.

Except for the limited exceptions listed below, no event involving the service of alcoholic beverages may take place without the prior written approval of the Chancellor or his/her designee. Alcoholic beverages *may* be limited to beer and wine.

II. PURPOSE

The purpose of this policy is to provide regulations governing the use and possession of alcoholic beverages on university-owned or controlled property, for university-sponsored events, and for events by university-recognized student clubs.

III. PROCEDURES

It is the University's intent to comply with applicable laws pertaining to the sale, possession, and consumption of alcoholic beverages and to foster responsible attitudes toward alcohol among members of the University community, including students, faculty, staff, and visitors.

A. Definitions

University clubs, organizations, and campus events include, but are not limited to, sport groups, academic honoraries, athletic teams, service organizations, sponsored parties, tailgate parties, dances, picnics, banquets, field trips, sponsored recreational events, and social functions.

“Alcoholic beverage” means any beverage subject to the “Montana Alcoholic Beverages Code.”

B. Exceptions

The consumption of alcoholic beverages at university-recognized events is allowed with advance written approval by the Chancellor or his/her designee providing certain stipulations are met. Guidelines, procedures and Alcohol Registration Forms are available from the Conference & Event Services Office (see UMW Policy 600.3). Alcoholic beverages may be consumed in the privacy of a Family Housing apartment, the Chancellor's residence, and university rental houses, in accordance with local, state, and federal laws and existing university student conduct regulations.

C. On Campus Events

Alcoholic beverages on University property shall conform to the following conditions:

1. All events held on University property that involve service of alcoholic beverages, except those in Family Housing apartments, the Chancellor's residence, and university rental houses, must be scheduled with the UMW Conference & Event Services Office.
2. Consumption shall be in connection with a substantive event, such as a banquet, official entertainment, reception, or approved tailgate party.
3. Food and nonalcoholic beverages shall be available.
4. The event shall be monitored to prevent consumption by persons not of legal age.
5. All events involving alcoholic beverages must have appropriate licenses and permits.
6. The sale of alcoholic beverages or any indirect means of collecting money to pay for alcoholic beverages is prohibited unless a licensed alcohol vendor caters the event or a temporary alcohol permit is obtained from the State. The vendor must possess a current Montana all-beverage license and an annually renewable catering permit.
7. University or student club funds may not be used to buy alcoholic beverages.
8. Each club or organization sponsoring an event shall adhere to the risk management guidelines contained in this policy.
9. Unreasonable or irresponsible conduct or violation of any regulation or noncompliance with any limitation outlined herein will justify discontinuance of the event and subsequent denial of University service and facilities.
10. UMW Foundation events serving alcoholic beverages on campus are not subject to this policy unless co-sponsored by a student club. Events are approved through the catering policy.

D. Off Campus Events

University-sponsored events must meet the same requirements that apply to on-campus events.

Any university-recognized student club that sponsors any gathering, meeting, or other activity off-campus that involves alcoholic beverages must meet the same requirements that apply to on-campus events, with the exception of the following privileges and restrictions:

1. Student officers or officials must meet with the club's advisor to ensure their risk management plan adheres to university alcohol policies and risk management guidelines and have the event approved by the Chancellor.
2. A University-recognized student club that sponsors an event involving alcoholic beverages off University property must have the event catered by a licensed vendor, if fifteen (15) or more persons attend the event. Vendor approval by Conference & Event Services is not required.
3. A University-recognized student club that sponsors an event involving alcoholic beverages off University property is not required to have the event catered by a licensed vendor if fourteen (14) or fewer persons attend the event. However, the sale of alcohol is prohibited unless a licensed vendor caters the event. Event participants may contribute personal funds to purchase alcoholic beverages for the event. Students who organize and participate in this type of event assume the responsibility for serving alcohol and monitoring its use in accordance with local ordinances, state, and federal laws, and Board of Regents and UMW policies.
4. University-recognized student clubs may not apply for a special permit from the State of Montana Liquor Division.
5. Violations of university alcohol regulations are also violations of the UMW Student Conduct Code. Violators are subject to disciplinary action pursuant to the Code. The University, including ASUMW, may deny privileges to a student club or impose other sanctions for alcohol violations.

E. Alcohol Risk Management Guidelines

Risk Management guidelines are intended to help safeguard the University community against potential harm and exposure to legal liability. Therefore, it is imperative that policies are consistently enforced and the following strategies be incorporated into planning and implementing any event.

1. Alcohol-free events should be promoted.
2. Reasonable amounts of food and nonalcoholic beverages must be available at the same place and featured as prominently as alcoholic beverages.
3. Alcoholic beverages **must not be** served to minors. Adults risk criminal liability, as well as civil liability, when minors consume alcoholic beverages.
4. At social functions where alcoholic beverages are provided by the sponsoring organization, direct access should be limited to designated servers and consumption permitted only within designated and monitored areas.
5. Drinking competitions are prohibited.
6. Activities promoting forced consumption of alcohol are not allowed and could subject those individuals providing alcohol to liability.
7. Service and consumption of alcoholic beverages must not exceed four (4) hours. Exceptions may apply.
8. Service must be refused to anyone who appears to be intoxicated.
9. A plan must be implemented for controlling and limiting the quantity of alcohol served.
10. Access to the event must be controlled.
11. Assistance should be provided to individuals who are abusing alcohol.
12. Safe transportation to and from events should be encouraged and/or provided, including a designated driver program.
13. Alcohol consumption at tailgate parties may begin no earlier than two (2) hours before the scheduled start of the game, and may continue no later than the start of the second half of the game.
14. Ongoing education should be provided by the University to inform individuals about the potential risks associated with excessive use of alcohol.
15. Alcohol may not be the focus of the event.
16. The amount of alcohol may not be used as an inducement to attend or participate in an event, and event promotional material may not make reference to the amount of alcohol available for consumption, such as number of beer kegs.
17. Event advertisements should mention the availability of nonalcoholic beverages as prominently as alcohol.
18. Alcoholic beverages are not to be provided as free awards to individual students or campus groups.

F. Advertising & Promotion Involving Alcohol

For any University-related event or activity, The University of Montana Western will not:

1. Use beer, wine, or liquor products (name, trademark, or logo) in advertisements and promotions for, or as sponsors of, any University event or activity, regardless of location.
2. Use any University logo, trademark, or name in conjunction with alcoholic beverage products or symbols.
3. Make alcohol the focus of any University event, or use availability of beer or other alcoholic beverages to promote any University event.

IV. AUTHORITY

Board of Regents Policy 503.1, UMW Policy 600.3

V. RESPONSIBILITY

Chancellor, Vice Chancellor for Administration & Finance/Student Affairs, Dean of Students, Conference & Event Services

**The University of Montana Western
Alcohol Registration Form
Campus Groups**

This form is for: 1) campus events in University of Montana Western buildings, grounds and athletic fields, 2) at on- or off-campus university-sponsored events, and 3) at on- or off-campus university-recognized student club events, per UMW Policy 100.5. Sponsoring organization leaders must be familiar with and comply with this policy.

“Alcoholic beverage” means any beverage subject to the “Montana Alcoholic Beverages Code.” Alcoholic beverages *may* be limited to beer and wine. A non-alcoholic beverage and food must also be available during the event. A licensed vendor must be used to provide the alcohol in accordance with local, state and federal laws.

A uniformed police officer *may* be required to be on duty during the entire time alcohol is being served and consumed. The Dillon Police Department needs to be contacted for this service, 683-2333.

1. Name(s) of individual(s) (and titles, if officers) and organization sponsoring the event.

2. Purpose of function: _____

3. Date of event: _____ Time from _____ until _____

4. Approximate number attending: _____

5. Location of event: _____

6. Is the event being advertised? ____ yes ____ no Where? _____

7. Event planning, schedule of duties performed by:

a. Ticket sales/Advertising/Carding/Cleanup is the responsibility of the sponsoring group.

List names of individuals responsible for these functions:

b. The applicant and sponsor/advisor must be in attendance during the event.

List names of each who will be in attendance.

Applicant: _____ Phone # _____

Sponsor/Advisor: _____ Phone # _____

8. What arrangements have been made to have food available for participants? Food for on campus events must be provided by UMW Dining Services (unless requirement is waived by Dining Services).

*******AUTHORIZED SIGNATURES*******

1. _____
Building/Area Supervisor _____ Date _____

2. _____
Sponsoring Group Representative _____ Date _____

3. _____
Licensed Vendor _____ Date _____

.....
Dean of Students

Recommend: Approve _____ Disapprove _____

Reason for disapproval:

Beer & Wine Only: yes _____ no _____

Time Limit for alcohol to be served from _____ to _____

Police officer required: yes _____ no _____

Signature _____ Date _____

.....
Chancellor or designee

Approve _____ Disapprove _____

Comments:

Signature _____ Date _____

Copy of the completed registration form must be on file with the Conference and Event Services Office, Campus Box 104, Phone 683-7566.