



# Alcohol Use Application – University Organization

**DIRECTIONS:** The Alcohol Use form should be used by all University departments and student organizations to obtain appropriate approval for the sale or service of alcohol at all University-related events both on- and off-campus.

**Complete parts 1-3 below and print for signatures. \*\*Allow 7 calendar days to complete authorization.\*\***

**Check one:**

**OR**

University-sponsored employee or departmental event UM student group event (regardless of ASUM recognition) Other University organization event - explain:  <i>Route to University Catering upon completion of form.</i>
--

UM department meeting expense or job candidate expense <i>Route to Business Services upon completion of form.</i>
--

**Alcohol Service Only**

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

**NOTE:** UNDER Montana law, sale of a ticket to an event where complimentary alcohol is served is considered a sale of alcohol.

### 1. CONTACT INFORMATION

Sponsor Department/Organization:  Index: Account No.:
--

Responsible Person: Phone: Email: Banner ID Number:
--

If alcohol is being donated, identify the donor:
--

### 2. EVENT INFORMATION

Event Description: Event Date: Event Start Time: Service End Time:
---

Event End Time: Anticipated Number of Attendees: % of Attendees UNDER age 21: Is event being advertised? If so, please attach sample.
--

Location of event: Event Location/Venue (Building Name/Room or Address):
---

*If your off-campus venue holds a valid liquor license with the State of Montana, you may skip Section 3 and continue with Section 4.*

### 3. RISK MANAGEMENT PLAN

The responsible person(s) must be in attendance during the event. List names of each who will be in attendance.

Responsible Person: Phone #:
---------------------------------

Responsible Person: Phone #:
---------------------------------

Is this event open to the public?
-----------------------------------

From the list of risk management measures below, indicate those put in place for this event: Event will be catered by University Dining Services who will either employ the services of the University's third party licensed alcohol vendor for the sale/service of alcohol or will use trained staff for the service of alcohol. Event will be catered by a licensed alcohol vendor: TIPS-trained servers will be serving the alcohol; names and certifications of persons serving alcohol are attached (required only if UDS servers are not serving alcohol). All attendees will be carded at the door; attendees over the age of 21 will be issued wristbands. Event coordinator will arrange for adequate staff to enforce the proper use of age-indicating wristbands. Event liability insurance has been obtained (contact Risk Management Office at 243-2700). Other risk management measures taken:
---

**4. CERTIFICATION AND ACKNOWLEDGEMENT**

I have received and reviewed the [UM Alcohol Policy](#) and I accept the responsibilities outlined. I acknowledge that UM will determine whether security is required for the event and will order and charge the costs of security to the event organization. I attest that, should a Banner Index number be used to purchase alcohol, it is an appropriate use of funds and I have been authorized to use funds in this manner. By signing below, I accept responsibility for adherence to Montana Laws and University policies related to the sale and service of alcohol on or off campus for this event. Failure to adhere to UM policies may result in disciplinary proceedings.

**I agree to adhere to the following requirements:**

- Reasonable amounts of food and non-alcoholic beverages must be served for the duration of the event.
- No consumption of alcohol by persons selling or serving alcohol is permitted.
- At social functions where alcoholic beverages are provided by the sponsoring organization, direct access shall be limited to designated servers and consumption or possession permitted only within designated or monitored areas.
- Service and consumption of alcohol must be the lesser of four (4) hours or the duration of the event. Service of alcohol must end thirty (30) minutes prior to scheduled end of event.
- Safe transportation to and from events should be encouraged and/or provided, including a designated driver program.
- Drinking competitions are prohibited. Activities promoting forced consumption of alcohol are not allowed and could subject those individuals providing alcohol to civil liability.

Responsible Person Signature: _____	Date: _____
<b>Approval By:</b> Dean/Dept Chair (for Employee events) <b>OR</b> Faculty Advisor (for student organizations):	
Signature: _____	Date: _____
Print Name: _____	

**5. SIGNATURE APPROVAL**

**STUDENT ORGANIZATIONS:** All UM student group events require approval from all offices listed below:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Vice President for Student Affairs: \_\_\_\_\_

UM Police Department: \_\_\_\_\_

Environmental Health & Risk Management: \_\_\_\_\_

President: \_\_\_\_\_

**COLLEGES/DEPARTMENTS/UNIVERSITY EMPLOYEE GROUPS:**

University-sponsored events/meetings taking place at off-campus venues that hold a valid liquor license from the State of Montana require the approval signature only from the sector Vice President and the President, or their respective designees.

Sector VP: \_\_\_\_\_

Date: \_\_\_\_\_

President: \_\_\_\_\_

Date: \_\_\_\_\_

University-sponsored events/meetings taking place on campus or at off-campus venues that do not hold a valid liquor license require approval from all offices below:

VP for Admin & Finance: \_\_\_\_\_

Date: \_\_\_\_\_

UM Police Department: \_\_\_\_\_

Date: \_\_\_\_\_

Environmental Health & Risk Mgmt: \_\_\_\_\_

Date: \_\_\_\_\_

President: \_\_\_\_\_

Date: \_\_\_\_\_