



## REGULATIONS PERTAINING TO THE USE OF ALCOHOL AT SPECIAL EVENTS

Board of Regents Policy 5-108 grants the President the authority to permit alcohol service at designated special events. The purpose of these regulations is to set the policies and procedures which apply to alcohol service at events approved by the President. Alcohol may only be served pursuant to Board Policy 5-108 upon approval by the President in accordance with these regulations. The Presidential authority to approve the use of alcohol at special events is delegated to the Chief of Police of the ASU Police Department (the "Chief").

### I. STATE LAW

Arizona State University supports the strict enforcement of the Arizona liquor laws. These regulations incorporate by reference such laws and any violation of State law shall be considered to be a violation of the regulations. Individuals and groups requesting approval to serve alcohol should familiarize themselves with the applicable State law and, in particular, should be aware of the following requirements:

- A. No person shall sell, furnish, or give alcoholic beverages to any person under the age of 21.
- B. No person authorized to sell or serve alcoholic beverages may consume such beverages while they are so engaged or employed.
- C. No person may serve or sell alcoholic beverages to any intoxicated or disorderly person, and such intoxicated persons shall not be allowed to remain on or about the premises in which alcoholic beverages are furnished for more than 30 minutes after the state of intoxication is known or should be known to a person selling or serving alcoholic beverages.
- D. Any person authorized to serve alcoholic beverages who has reason to question whether the person ordering or attempting to order alcoholic beverages is under the age of 21 shall require that person to show an identification card which includes a photograph proving that the individual is at least 21 years of age.

### II. EVENTS

- A. Alcohol may be served at the following events, if approved by the Chief:
  1. Cultural and entertainment events where the primary participants in the event are not students and the event is not designed to appeal primarily to a student or family audience;
  2. University-sponsored continuing education events or conferences;
  3. invitational events; and
  4. other special functions.

B. These events may be held at the following:

1. Gammage Center for the Performing Arts;
2. Louise Lincoln Kerr Cultural Center;
3. Sun Devil Stadium;
4. Sundome Center for the Performing Arts;
5. University Activity Center;
6. Memorial Union; and
7. other locations specifically approved by the Chief.

**Any event where alcohol is being served (and not sold pursuant to a valid liquor license) cannot charge an admission price to enter the event, sell tickets nor solicit donations.**

### III. INSURANCE REQUIREMENTS

Any group wishing to serve/sell alcohol on the University campus shall be required to provide the ASU Insurance Services with a Certificate of Insurance and endorsements demonstrating:

A. Insurance coverage **at a minimum** shall include:

1. Commercial General Liability--Bodily Injury, Death and Property Damage Combined Single Limit: \$1,000,000;
2. Liquor Liability: \$1,000,000; and
3. Automobile Liability-Bodily Injury, Death and Property Damage Combined Single Limit: \$1,000,000;
4. Worker's Compensation Insurance to cover obligation imposed by Federal and State statutes having jurisdiction of its employees engaged in the performance of the services, and Employer's Liability Insurance with a minimum limit of \$1,000,000; and
5. the State of Arizona, Arizona Board of Regents, and Arizona State University shall be named additional insured for A1, A2, and A3 coverages.
6. Additional coverages may be necessary for special circumstances or large events.

B. The certificate holder shall be:

ASU EH&S Insurance Services  
P.O. Box 873804  
Tempe, AZ 85287-3804  
Phone: (480) 965-1851  
Fax: (480) 727-9055  
E-Mail: insuranceservices@asu.edu

### IV. SUPERVISION AND CONTROL

Any sale of alcohol permitted under these regulations must be by a liquor licensee. Complimentary alcohol may be provided by a host. **No State appropriated funds can be used to purchase alcoholic beverages.**

The University representative (and a University food contractor, where applicable) shall assume responsibility for compliance with State law, Board of Regents Policy, and these regulations. The representative shall assure that the event is conducted in a manner so as not to interfere with classes, or other University activities. The representative shall also assure that the activities do not result in excessive noise or other disturbance to adjacent residential neighborhoods.

### V. OTHER REQUIREMENTS

In addition to the foregoing, the following procedures shall apply:

- A. Non-alcoholic beverages and food shall always be available at events at which alcohol is served. Arrangements for food service must be made prior to the submission of the alcohol permit to the ASU Police Department for approval.
- B. Requests to serve alcohol at events shall be submitted to the Police Department on the attached form. The request must be received by the Police Department at least **fourteen (14) calendar days** before the event.
- C. The Police Department may require that security and access control plans be provided at any event where the safety of the attendees and the general public is a concern. If security services are required, Police Department will advise the requesting party of the need for security and any costs for such service.
- D. If an event is to be held at the Memorial Union, the request must be submitted to the Director of the Memorial Union for approval, prior to submission to Police Department.
- E. Events held at other University locations must be approved by the applicable dean or director.
- F. Alcohol may be consumed only in the approved location.
- G. These regulations may be supplemented by procedures applicable to those facilities identified in Section II above.
- H. Any exception to this policy must be approved by the President or his or her designee.

EFFECTIVE 09/01/04