

**Rules for Service of Alcoholic Beverages in University Buildings
for Purposes of PPM 3-30b, III, (2)
Approved by President's Council – August 26, 2015**

Generally, alcoholic beverages may not be possessed, distributed, sold, or consumed on University campus. See PPM 3-30b. However, exceptions may be made in accordance with PPM 3-30b, III (2), so long as all parties adhere to the following rules.

1. Approval from Appropriate Vice President

The appropriate vice president must give written approval for alcoholic beverage service in a building over which that vice president has authority. University Risk Management will provide appropriate forms to the requesting entity.

2. University Risk Management

The requesting entity must work with University Risk Management who will oversee and facilitate service of alcoholic beverages under these rules.

3. Buildings in Which Alcoholic Beverages May be Served

Alcoholic beverages may only be served in the following buildings:

- Val A. Browning Center (Academic Affairs)
- Davis Campus – Building 3 (Academic Affairs)
- Lindquist Alumni Center (University Advancement)
- Hurst Center for Lifelong Learning (University Advancement)
- Ethel Wattis Kimball Visual Arts Building (Academic Affairs)
- Stewart Stadium Function Areas (Administrative Services)
- Marquardt Field House (Administrative Services)
- Rich Lounge, Dee Events Center (Administrative Services)
- Shepherd Union Ballrooms and Room 404 (Student Affairs)
- Weber State Downtown (Administrative Services)

The president may designate other locations on campus for single events on a case by case basis. Where the University is renting space for lodging in visiting faculty homes or in the residence halls to non-students, alcoholic beverages may be possessed and/or consumed in accordance with state law and the rules for those facilities.

4. Minors/Students

Alcoholic beverages must not be served to minors at any time. The entity requesting alcoholic beverage service must identify a person or persons who will be responsible for ensuring that no minors are served alcoholic beverages.

PPM 6-22, Student Code, prohibits the sale, possession, manufacture, distribution, or consumption of alcoholic beverages on University premises by students. Events where alcoholic beverages are being served must not take place at times when students will be in the general vicinity of the event. These restrictions are not intended to prevent students, minor family members, or other minor guests from attending events such as wedding receptions or other similar events; however, the majority of attendees should not be minors or students.

5. Spaces Must be Rented

The spaces must be rented to a third party who is sponsoring the event in the University building. No University entities or departments may rent or host events in University buildings at which alcoholic beverages are served.

6. Participants May Not Consist Primarily of University Employees

The intent of these guidelines is to permit alcoholic beverage consumption at certain events directed to non-University employees. It is not to permit alcohol consumption on University premises for departmental or organizational parties or other events that consist primarily of University employees. Although a University employee may rent a building identified in paragraph (3) above for a purely personal event, such as a wedding reception, a University employee may not rent a building for the purpose of hosting a party or other function that will consist primarily of University employees.

7. Event Must be Closed to the General Public

Attendance must be limited to people who are specifically designated and their guests. The event and the portion of the building where the alcoholic beverage will be served must be closed to the general public during the event at which alcoholic beverages are being served. The requesting entity must identify a person or persons who will be responsible for ensuring that only specifically designated people and their guests are in attendance at the event.

8. Service of Alcoholic Beverages

Alcoholic beverages may only be served where food is also served. Service of food and alcoholic beverages must comply with any University policies or contracts governing University food services. Alcoholic beverages must be acquired and served by a trained licensed bartending service, approved in advance by the University. No open containers containing alcoholic beverages may be taken from the premises. Alcoholic beverages may not be served from a keg. Alcoholic beverages may not be served to persons who are intoxicated. The requesting entity must identify a person or persons who will be responsible for ensuring that no intoxicated persons are served alcoholic beverages. Alcoholic beverages may not be stored on University property for purposes of these rules.

9. No Charge for Alcoholic Beverages

Alcoholic beverages may not be sold directly or indirectly at an event. For example, there can be no indirect sale of alcohol by way of charging admission or selling tickets to offset the cost of alcohol at the event. Alcoholic beverages must have been purchased legally within the state of Utah.

10. Security

Additional security needed for events where alcoholic beverages are being served will be paid for by the renting entity, in accordance with University guidelines and in consultation with University Police.

11. Compliance with State Alcohol Laws and Assumption of Liability and Event Insurance

Requesting entities must agree in writing to comply with all Utah laws and University policies and rules regarding the service and consumption of liquor and alcoholic beverages. This provision should be included in the rental agreement. Requesting entities must agree to assume liability for any claims resulting from the service or consumption of alcoholic beverages at the event. Requesting entities must agree to purchase event insurance with coverage for alcoholic beverage service and must add the University added as additional insured, in amounts and types as required by the University risk manager.

12. Exceptions

Exceptions to these rules must be approved by the president, in consultation with University Legal Counsel.