

Guidelines for Serving Alcohol on University Property

The Associate Vice President for Facilities and Operations (AVPFO) is delegated authority to review and approve or deny requests for liquor-serving events on University property outside of a licensed facility. Depending on the circumstances, a 24hr special liquor license from the State Liquor Control Commission and special host liability insurance may be required. Units are strongly discouraged from holding events that involve alcohol in teaching and research venues. Alcohol is not permitted at outdoor student-sponsored events. In all instances, the most convenient and preferred approach to serving alcoholic beverages on University property is to do so in a licensed facility. University units are encouraged to utilize licensed facilities for their events at which alcohol is served. There are six licensed facilities on campus: Michigan League, Michigan Union, Pierpont Commons, Oxford Conference Center, Business Administration Executive Residence, and Inglis House.

For events not held in a licensed facility, the State of Michigan Liquor Control Commission allocates five special liquor licenses for University-wide activities to the University for its use in any one calendar year. Requests for approval to apply for special liquor licenses in the name of the Regents of the University of Michigan must be sent to AVPFO, 3040 Fleming Administration Building.

- If the unit is planning a cash bar, a special license will be required. An application to the Liquor Control Commission for a special license must be approved and signed by the AVPFO.
- If a cash bar is not planned, but a fee is associated with the event (ticket, registration fee, donation, etc) a special license will be required. An application to the Liquor Control Commission for a special license must be approved and signed by the AVPFO. NOTE: Availability of "special licenses" issued to the University is strictly limited by the State.
- A special license is not required if all of the following conditions apply: the event is free of charge, the event is by invitation only (not open to the public), no regular liquor inventory is kept, the event must be monitored by a designated responsible individual, and all servers are trained in techniques of alcohol management (certified).
- **Be mindful that the individuals hosting or serving at an event where alcohol is served also may have personal liability -- not just the University.**

Non-University Organizations

- If a non-University group rents/utilizes an unlicensed University facility for an event at which alcohol will be served, it must provide to the AVPFO, in advance of the event, proof of liquor liability insurance in an amount determined by the University's Risk Management Office and the Regents of the University of Michigan must be named as additional insured. The group may also be required by law to obtain a special liquor license. This is a decision for such group to make with its legal counsel. The contract with the outside group (for use of a University facility) should provide that it agrees to comply with all laws concerning the serving of alcohol. If the event requires a special license, a letter of approval from the chief of police or the Director of Public Safety at the University of Michigan and the AVPFO must accompany the license application to the Liquor Control Commission.
- A University unit may not sponsor an outside group for a license.

A written request describing the activity including where held, date and time must be received by the AVPFO at least thirty days preceding the event. If you have any questions, please call the Office of the Associate Vice President for Facilities and Operations at 615-9075 or reference General Counsel's FAQ web page at:

http://www.ogc.umich.edu/faq_alcohol.html .