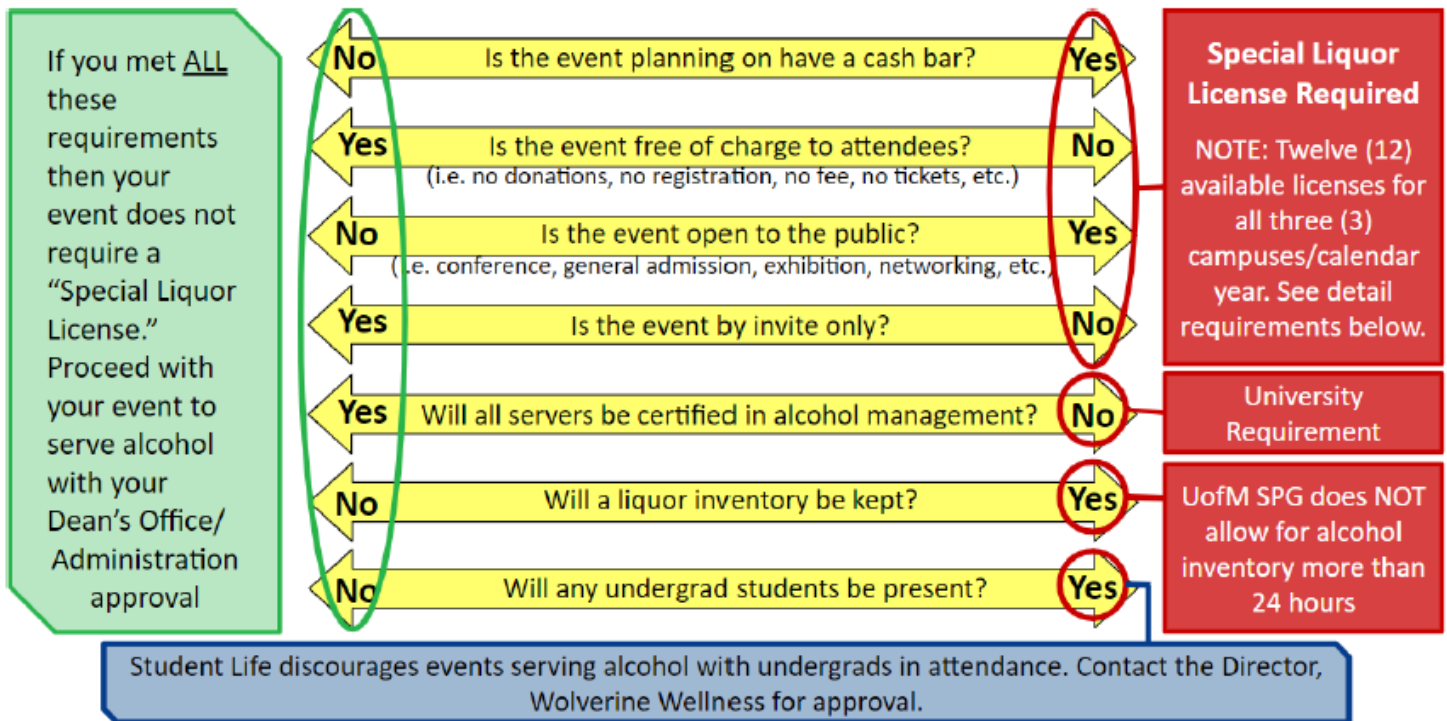


The Vice President for Facilities and Operations (VPFO) is delegated authority to review and approve or deny requests for liquor service on university property outside of a licensed facility. University units are encouraged to utilize licensed facilities for their events at which alcohol is served. There are five (5) licensed facilities on the Ann Arbor campus: [Michigan League](#), [Michigan Union](#), [Pierpont Commons](#), [Ross School of Business Executive Residence](#), and [UM Golf Course Postma Family Clubhouse](#). Flint Campus: [Riverfront Conference Center](#).

Non-licensed University Facilities and Property

- The preferred method to serve alcoholic beverages on University property is to do so in a licensed facility.
- All university contracts (for use of a University facility) should require that alcohol laws/policies/guidelines are complied with:
 - State of Michigan Liquor Control Commission
 - [Office of the General Counsel FAQs](#)
 - [Standard Practice Guide](#)
- Units are strongly discouraged from holding events that involve alcohol in teaching and research buildings.
- **Alcohol is not permitted at outdoor events**

If holding an event at an indoor non-licensed facility with alcohol, a special liquor license from the State Liquor Control Commission may be required. In addition, there may be special liability insurance required. To determine if your event legally requires a State of Michigan Liquor Control Commission “special liquor license” see chart below:



For clarifying questions, contact UMAlcoholRequests@umich.edu

Host Responsibilities and Insurance Coverage for Alcohol-Related Events

There may be personal liability for individuals hosting or serving at events where alcohol is provided—not just liability for the University.

Event Monitoring and Compliance:

Event organizers are responsible for ensuring compliance with University and state policies regarding alcohol service. The designated responsible individual should actively monitor the event and notify the VPFO Office and Insurance and Claims Administration of any suspected policy violations or incidents. Insurance and Claims Administration will assist with investigating and resolving claims related to your event.

Understanding UM Insurance Coverage

The University maintains insurance coverage for claims that arise from official, University-sponsored events. This coverage generally protects hosts and servers when procedures are properly followed. However, insurance does **not** cover losses or damages resulting from willful misconduct, illegal actions, or violations of applicable laws or policies. If you have questions about what is and isn't covered, please contact [Insurance and Claims Administration](#) before your event.

Emergency Procedures and Post-Event Reporting

In the event of an emergency at an alcohol-involved gathering, including medical incidents or disruptive behavior, contact the Division of Public Safety and Security (DPSS) immediately and follow your facility's protocols. After the event, submit an incident report to the [University's Insurance and Claims Administration Office](#) to ensure proper follow-up and handling.

Reporting Incidents and Claims:

If an incident occurs during your event involving alcoholic beverages, such as injury, property damage, or any intoxication-related issue, promptly report the matter to the [University's Insurance and Claims Administration Office](#). Be sure to provide a thorough account of the incident, including what occurred, the individuals involved, and any witnesses. For assistance with filing a claim, reach out to Insurance and Claims Administration by [email](#) or call (734) 764-2200.

To Request a Liquor License

University of Michigan:

To request one (1) of the twelve (12) yearly University liquor licenses, a written request by your Dean or Executive Officer describing the activity is required. The following details must be included:

- Location of the activity/event
- Date
- Time (start and end time)
- University impact and business reason for the event
- Estimated number of attendees
- Request due to the UMAlcoholRequests@umich.edu by November 1st for the following calendar year.

For more information, please contact the VPFO Office at UMAlcoholRequests@umich.edu.

Non-University Organizations:

If a non-University group rents/utilizes a non-licensed University facility for an event at which alcohol will be served, it must provide to the VPFO, 30 days in advance of the event, the following,

- Non-University groups hosting events at unlicensed campus facilities where alcoholic beverages are served must provide proof of alcoholic beverage liability insurance. The minimum required coverage is determined by the University's Insurance and Claims Administration Office. Additional insured status must be granted to The Regents of the University of Michigan. Documentation, including certificates of insurance, should be submitted prior to the event. Direct questions to Insurance and Claims Administration by [email](#) or call (734) 764-2200.
- In addition, the group must determine if a special license is required. This is a decision for the group to make with its legal counsel and the University of Michigan using the chart above.

If a special liquor license is needed contact the VPFO Office at UMAlcoholRequests@umich.edu.

For questions, email UMAlcoholRequests@umich.edu or call 810-772-8805, and/or reference [General Counsel's FAQ](#) web page and [Standard Practice Guide](#).