



**BOISE STATE UNIVERSITY**

University Policy 1050

## Alcohol Beverage Permitting

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### **Effective Date**

November 2005

### **Last Revision Date**

November 08, 2023

### **Responsible Party**

Office of the President, (208) 426-1491

### **Scope and Audience**

This policy applies to events on campus and at properties the university owns, leases, or controls.

This policy does not apply to properties that the University contracts with to use on a temporary basis. Such properties have their own alcohol policies (e.g., a conference room at another university or event center).

This policy does not apply to alcohol in residential facilities. For details about alcohol consumption by persons of Legal Drinking Age in residential facilities, see the [Housing and Residence Life Standards, Controlled Substances policy](#).

This policy does not apply to private tailgating by non-University groups or individuals. See University Policy 1055 (Alcoholic Beverages).

This policy does not apply to alcohol in the workplace or student conduct related to alcohol. See University Policies 7020 (Drug and Alcohol-Free Workplace Policy) and 2020 (Student Code of Conduct).

## Additional Authority

- Idaho Code § 23-105 (Alcoholic Liquor Defined)
  - Idaho Code § 23-1007A (Beer Sold or Donated for Benevolent, Charitable or Public Purposes - Permit Required)
  - Idaho Code § 23-1336 (Wine Sold or Donated to Persons or Associations for Benevolent, Charitable or Public Purposes)
  - Idaho State Board of Education Policy, Section I.J.2 (Use of Institutional Facilities and Services with Regard to the Private Sector)
  - University Policy 1055 (Alcoholic Beverages)
  - University Policy 7020 (Drug and Alcohol-Free Workplace)
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### 1. Policy Purpose

To comply with the policy of the Idaho State Board of Education to establish the university's permitting process for the possession, consumption, sale, and service of Alcoholic Beverages on campus and on properties the university owns, leases, or controls.

### 2. Policy Statement

Boise State University complies with Idaho State Board of Education policy for the possession, consumption, sale, and service of Alcoholic Beverages on campus. As such, the university has established a permitting process required for Alcohol Beverage Permits that follows a complete application. Only after consideration of a complete application will a decision be made for approval, denial, or conditional approval. Decisions to allow the possession, consumption, sale, and service of Alcoholic Beverages must be consistent with the proper image and the mission of the University.

### 3. Definitions

#### 3.1 Alcoholic Beverage

Any beverage containing alcoholic liquor as defined in Idaho Code § 23-105.

#### 3.2 Alcoholic Beverage Permit

A permit issued to allow the possession, consumption, sale, or service of Alcoholic Beverages at events on campus and at properties that the University owns, leases, or controls.

### 3.3 Event Organizer

The individual or group responsible for the Permitted Event.

### 3.4 Legal Drinking Age

Twenty-one (21) years of age or older when a person is legally allowed to purchase or consume Alcoholic Beverages in the State of Idaho.

### 3.5 Permitted Event

An event that has received an Alcohol Beverage Permit.

## 4. General Responsibilities

Upon proper application, the President, or designee, may grant a permit for possession and/or consumption of Alcoholic Beverages at events held on campus and at properties owned, leased, or controlled by the University.

## 5. Alcohol Beverage Permit

- a. Alcohol Beverage Permits must set forth the date(s) and time(s) at which the sale, service, possession, and consumption of Alcoholic Beverages will be permitted, at an event or series of events.
- b. The service and sale of Alcoholic Beverages must stop in advance of the event's closure time to sufficiently allow an orderly and temperate consumption of the balance of the Alcoholic Beverages then in possession of the event participants. This time will be no less than thirty (30) minutes prior to the end of the event. The university reserves the right to cease the serving of Alcoholic Beverages at any time.
- c. A permit may only be issued for the possession, consumption, sale, or service of Alcoholic Beverages on campus and at properties owned or controlled by the University if the following conditions are met under Sections 5.1 through 5.8.

### 5.1 Permit Application

- a. Event Organizers that are a unit of the University must submit an [Alcohol Beverage Permit form](#).

- b. Event Organizers that are not a unit of the University should work with a Chartwells catering associate who will facilitate the completion and submission of the Alcohol Beverage Permit application. The application must include the following:
  - A description of the activity being planned, and
  - A description of the area or location and period of time the event will take place.
- c. An Alcohol Beverage Permit may only be granted for a specifically designated event, or series of events.
- d. Event Organizers must comply with all applicable laws of the State of Idaho and the local jurisdiction for the sale and consumption of Alcoholic Beverages.
- e. The time period for the activity should be limited to one contiguous event (or a series of events with defined beginning and ending times) as specifically stated in the permit request. The university reserves the right to limit the length of time for Alcoholic Beverages service at Permitted Events, and to curtail the sale, service, and consumption at events where conditions of the permit are not being met.

## **5.2 Additional Food and Activity Requirements**

Consumption of Alcoholic Beverages and food cannot be the sole purpose of a Permitted Event. The serving of Alcoholic Beverages must be part of a planned food and beverage program for the Permitted Event. A meal equivalency (e.g., lunch, breakfast, dinner, and/or heavy hors d'oeuvres) and a comparable amount of non-alcoholic beverages must be available at the event for attendee consumption and/or sale.

## **5.3 Designation of Alcoholic Consumption Areas**

- a. Event Organizers must designate a defined and restricted area where Alcoholic Beverages will be possessed and consumed. The defined area must be described in the permit application and clearly marked and separated in a fashion that limits entry into and exit from the area to ensure that only authorized individuals enter and that no Alcoholic Beverages leave.
- b. Under no circumstances will the general public or participants in a Permitted Event be allowed to bring Alcoholic Beverages into the event or leave the defined area while in possession of an Alcoholic Beverage.

#### **5.4 Event Security**

The University's Department of Public Safety is authorized to determine if security officers and/or law enforcement officers are required to be present at the event. Arrangements for security and/or law enforcement officers will be initiated by the Department of Public Safety. The cost of any security will be passed on to the Event Organizer.

#### **5.5 Display of Alcohol Beverage Permit**

The Permitted Event must conspicuously display the Alcohol Beverage Permit, as well as any required local permit and any applicable state license, in the authorized area where the Alcoholic Beverages are being sold and consumed.

#### **5.6 Alcohol Provider**

Alcoholic Beverages must be served by the contractor approved by the university.

#### **5.7 Under Legal Drinking Age Responsibility**

The Event Organizer and Alcohol Provider will assume full responsibility to ensure that no one under the Legal Drinking Age is supplied with or allowed to consume Alcoholic Beverages at the event.

#### **5.8 Indemnification and Insurance**

- a. Any Event Organizer that is not a unit of the University shall indemnify Boise State University, the Idaho State Board of Education, and the State of Idaho for all damages resulting from that entity's negligence.
- b. The Event Organizer must provide proof of insurance coverage, including host liquor liability and liquor legal liability, in amounts and coverage limits sufficient to meet the needs of the institution and the State of Idaho. In no case will the insurance coverage be less than \$1,000,000 minimum coverage per occurrence and \$2,000,000 general aggregate.
- c. Such insurance must list the Alcohol Provider for the Permitted Event as the insured and the Event Organizer (if a non-University individual or group), Boise State University, the Idaho State Board of Education, and the State of Idaho as additional insureds.
- d. Proof of insurance must be in the form of a formal endorsement to the policy evidencing the coverage and the required additional insureds.

## 6. Procedure for Approval

- a. The Event Organizer must submit an application for an Alcohol Beverage Permit at least fifteen (15) business days in advance of the event.
- b. For the permit to be issued, the Event Organizer must agree to all the terms of this policy and Idaho State Board of Education Policy, Section I.J.
- c. Alcohol Beverage Permits must first be approved by a designated official representing the University's food and beverage partner under its dining services agreement, when the alcohol service is within the scope of the State liquor license. Alcohol Beverage Permits must be approved by Student Union Events when Event Services is providing services for the event. All Alcohol Beverage Permits must be approved by the President or designee.
- d. Acceptance of a permit constitutes an agreement on the part of the Event Organizer to adhere to the provisions of this policy.

## 7. Student-Hosted or -Sponsored Events

No student events (including but not limited to intramural student athletic events or any events sponsored by or operated in conjunction with student organizations) shall be Permitted Events.

## 8. Donated Alcoholic Beverages

- a. For donated alcohol, the Event Organizer must also submit an application to the Director of the Idaho State Police who may grant a permit to the Event Organizer for the dispensing of donated Alcoholic Beverages for benevolent, charitable, or public purpose.
- b. Eligible Event Organizers shall include recognized University departments or units, affiliates, and 501(c)(3) organizations.
- c. Copies of all applicable Alcohol Beverage Permits shall describe dispensing of donated alcohol per Idaho State Police requirements and University or City of Boise requirements.
- d. The Alcohol Provider may receive or store the Alcoholic Beverages to be used at the event and dispense of the Alcoholic Beverages to attendees of the benevolent, charitable, or public purpose event for which the permit has been issued. Fees for service shall be assessed according to the contracted service provider.

- e. If Alcoholic Beverages are donated by an Alcoholic Beverage manufacturer or distributor, the name of the Alcoholic Beverage manufacturer or distributor must not be connected to the name of the event itself, as a sponsor or in any other way. The Alcoholic Beverage manufacturer or distributor may, however, be recognized and publicly thanked as an organization supporter along with other supporters of the organization.

## 9. Related Information

### Alcohol Beverage Permit Application

An individual or group wishing to provide alcohol at an event must work with a Chartwells catering associate who will facilitate the completion and submission of the Alcohol Beverage Permit application.

(208) 426-1677

[diningservices@boisestate.edu](mailto:diningservices@boisestate.edu)

### City of Boise Alcohol Beverage Catering Permit

<https://www.cityofboise.org/departments/finance-and-administration/city-clerk/licensing/food-and-alcohol-beverage/alcohol-beverage-catering-permit/>

### Idaho State Police Application for Beer/Wine Permit

<https://isp.idaho.gov/abc/wp-content/uploads/sites/2/2020/01/Beer-and-Wine-Permit-Application-with-Instructions-Dec-2018-Update-5.pdf>

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## Revision History

October 2007; March 2013; October 2017; November 05, 2020; February 06, 2023; November 08, 2023