10/13/11

Overview

The University has three licenses for alcohol service at designated University locations. Those locations are: the High Country Conference Center, the 1899 Bar & Grill and the Walkup Skydome.

The University has assigned these three licenses to Sodexo, the University's food service contractor. As the assignee, Sodexo is authorized to serve and sell alcohol at these locations and carries liquor liability insurance to provide protection for those activities. Because Arizona law provides that liquor licenses are location and license holder (or assignee) specific, alcohol can only be served or sold at licensed locations by Sodexo, i.e. no other entity can serve or sell alcohol in these licensed locations at any time.

Alcohol is also served at unlicensed locations on campus through an alcohol waiver process administered by Campus Dining. Sodexo can no longer serve alcohol at unlicensed locations.

Issue

Good business practice requires adopting a formal alcohol policy that outlines how, and under what circumstances, alcohol will be served at functions held on campus.

The following summarizes how alcohol will be handled at licensed and unlicensed locations and identifies the types of events that can be held at each location.

Licensed Locations

High Country Conference Center 1899 Bar & Grill Walkup Skydome

Types of events: Any type of event where alcohol is desired to be served and which will be paid for by the event sponsor and/or attendee.

High Country Conference Center

- Alcohol can be purchased as part of a conference/catering package.
- A cash bar can be set up where attendees pay for alcohol consumed.
- Alcohol cannot be purchased with University (e.g. state, grant, or local) funds.
- Donated alcohol cannot be served or sold at the HCCC.

1899 Bar & Grill

- Alcohol can be purchased as part of a catering package or with a meal.
- Alcohol cannot be purchased with University funds.
- Donated alcohol cannot be served or sold at the 1899 Bar & Grill.

Walkup Skydome

Type of events: Athletic events and certain special events.

*The Skydome license was approved by the City of Flagstaff subject to certain conditions and limitations.

- *Alcohol cannot be sold, served, or consumed in the public/student seating area in the stands, in the concourse, or in other public areas of the Dome.
- *Alcohol can only be sold, served, or consumed in the suites or for special events with limited public participation (generally by invitation only).
- Alcohol can be obtained only as part of a catering package in the suites or at a special event.
- A cash bar can be set up at special events where individuals pay for alcohol consumed.
- Alcohol cannot be purchased with University funds.
- Donated alcohol cannot be served or sold at the Skydome.

Other Skydome conditions:

Alcohol cannot be taken into the dome. Backpacks, etc., will have to be checked, and only sealed water will be allowed into the dome at public events. Appropriate signage informing attendees of rules pertaining to alcohol will be installed.

Non-Licensed Locations

Types of Events: Free Events (attendee is invited and there is no charge to attend event).

At a non-licensed location alcohol cannot be sold in any way, such as by charging admission, requesting a donation, or selling a ticket to get into the function. The University must use staff to serve alcohol at the function at a non-licensed location, provided it complies with the following:

- 1. Service of beer and wine only, limited to 24 oz beer and 6 oz of wine per guest.
- 2. The staff must be TIPS (Training for Intervention Procedures) trained and supervised and the supervisor must be TIPS trained. The staff must be at least 19 years old.
- 3. The requesting University department, group, division, etc. must purchase the proper insurance coverage. This can be done through the Northern Arizona University Foundation.
- 4. The requesting department has to provide the beer and wine and it cannot be purchased with University funds. Beer and wine can be donated.
- 5. Food must be served at the event and the exclusive food service contract with Sodexo must be adhered to.
- 6. A Request to Serve Alcohol form ** must be completed with copies of insurance, copy of Beverage/Bar Service contract and catering contracts provided.

The Union currently has TIPS trained staff, and all events since March of 2010 have been following the above process.

**Current Alcohol Waiver Policy & Request to Serve Alcohol Form

http://www.advancement.nau.edu/forms/foundation_manual/NAU%20Alcohol%20Policy.pdf

Non-licensed location with a Special Events Liquor License

The State allows for non-profit organizations to request a special events liquor license for locations where no license is in place. The following are the requirements for a Special Events License:

This temporary, non-transferable, on-sale retail privileges liquor license allows a charitable, civic, fraternal, political or religious organization (Qualifying Organization) to sell and serve all types of spirituous liquor for consumption only on the premises where the spirituous liquor is sold, and only for the period authorized on the license.

The applicant for a special event license must request a special event application from the Department and file the application with the governing body of the city or town, or Board of Supervisors of an unincorporated area of a county, where the special event is to take place, for approval or disapproval. (This would be NAU PD).

If the application is approved by the local authority, and the event meets the requirements for granting the license, the director will issue a special event license to the qualifying organization.

Qualifying organizations will be granted a special event license for no more than ten (10) days in a calendar year.

Events must be held on consecutive days and at the same location or additional licenses will be required. The license is automatically terminated upon closing of the last day of the event or the expiration of the license, whichever occurs first.

The qualified organization must receive at least twenty-five percent (25%) of the gross revenues of the special events.

http://www.azliquor.gov/

http://www.azliquor.gov/series15.cfm

University requirements for a Special Events Liquor License:

- 1. A Special Events Liquor License must be obtained by an appropriate Qualifying Organization.
- 2. A Request to Serve Alcohol form **must be completed and approved.
- 3. Insurance for the event must be attached to the request. Insurance can be obtained through the Northern Arizona University Foundation.
- 4. Catering is required.