



**SUBJECT:** Physical Plant

**PROCEDURE:** 603.1.1 Alcohol at Campus Events

**EFFECTIVE:** February 2007

**REVISED:**

**REVIEWED:** March 2015

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### **Approval for Serving Alcoholic Beverages at an On-Campus Event**

- A completed Alcohol Request Form must be submitted to the CEO/Dean for approval at least fifteen (15) calendar days prior to the campus event. The request will be approved or denied at least five (5) calendar days prior to the event.

### **Purchase of Alcohol for an On-Campus Event**

- Alcoholic beverages may never be charged to state-appropriated accounts and may never be charged to any funds that preclude such expenditures because of donor or grant restrictions.
- Certain restricted gift funds (funds beginning with 32), may in rare instances be used to purchase alcohol, provided that the gift was given for the express purpose of funding a business-related event on campus that the donor understands is to include the provision of alcohol.
- Certain auxiliary funds (those beginning with 34) used in provision of catering and conferences held on-campus may be used to purchase alcohol.
- Certain funds held on behalf of other organizations may be used to purchase alcohol. An example is funds for a conference or campus event for which a non-College society is the owner of the funds, and the College is merely the paying agent.
- A copy of the request form, signed by the CEO/Dean, must accompany the purchase requisition/invoice submitted to the Controller's office when it is time to pay for the event.
- Alcohol may NOT be purchased with a College-issued purchasing card, with the exception of Campus Catering. Purchase of alcohol with a College-issued purchasing card is grounds for immediate card revocation.

### **Serving Alcohol at an On-Campus Event**

- The sponsoring organization will be responsible and accountable for checking identification and ensuring that the individuals dispensing, serving, and consuming alcohol at the campus event are 21 years of age or older and in compliance with Montana State Law and Montana State Liquor Control Board regulations.
- Non-alcoholic beverages must also be available at all events where alcoholic beverages are permitted.
- No alcoholic beverages may be consumed outside the area approved for the event (room, area, etc.)
- As is the case with any College event, any person who is disorderly in conduct shall not be allowed to attend or remain at a campus event where alcohol is being served.
- Great Falls College Montana State University has the right to cancel the continued sale and/or consumption of alcoholic beverages at a campus event at its sole discretion.
- After the event, any unused alcohol must be returned to the provider, except for alcohol that has been served, which will be disposed of. The institution/department/attendees may not pay for unused bottles of alcohol, whether opened or unopened, and attendees are not allowed to remove unused alcohol from the event for personal consumption.
- Great Falls College Montana State University requires security to be present at events in which alcohol is present. A security guard will be hired by the college for the event at the cost of the organization hosting the event.