

## **Procedures for the Scheduling of Alcohol Related Events**

### Governing Authority

State statute and University policy regulate the possession, consumption, distribution and sale of alcoholic beverages on the property of Ball State University.

### Approved Locations

Possession, consumption, distribution, and sale of alcoholic beverages are permitted, with advance approval, in locations which have been designated by the University and which are under the supervision of University Catering through a State permit, subject to compliance with all University regulations and applicable State law. University Catering is the exclusive provider of alcohol service. University Catering may, at its discretion decline an event and instead, arrange for service by a licensed provider.

Beverage alcohol service, when approved, generally will be limited to the following locations:

- Alumni Center
- E.B. and Bertha C. Ball Center
- John R. Emens Auditorium: Lobby, lounges and banquet space
- Kitselman Conference Center
- L.A. Pittenger Student Center
- Museum of Art, Sculpture Court/Lobby
- Recital Hall, AR 217
- Scheumann Stadium Suites and Club Level
- Sursa Hall: Lobby and Upper Balconies
- Worthen Arena: Arena Lounge
- and other locations specifically approved by the Director of Risk Management

### Procedure

1. Off-campus and on-campus clients will go first to the office or administrator in charge of a particular venue to schedule the space.
  - a. No Alcohol Requested - If University Catering (UC) is to provide the food and no alcohol service is requested, the office or administrator scheduling the space will refer the client to UC.
  - b. Alcohol Requested - If alcohol service is requested, the office or administrator in charge of the venue will direct the client to complete the following forms
    - BEVERAGE ALCOHOL REQUEST FOR ON-CAMPUS CLIENTS– (Individuals or departments authorized to use University facilities)
    - INDEMNITY AGREEMENT FOR OFF-CAMPUS CLIENTS – (Non-Affiliated Entities)

2. The office or administrator in charge of the venue will then forward the appropriate forms to the Director of Risk Management for initial review and approval. The Director of Risk Management will be responsible for approving requests by both off-campus and on-campus clients to serve alcoholic beverages at all campus sites including the L.A. Pittenger Student Center
  - a. The Director of Risk Management will notify the office or administrator in charge of the venue whether or not the event is approved for the service of alcohol. The Director of Risk Management will also forward the appropriate forms to the Vice President for Business Affairs and Treasurer.
3. If approved, the office or administrator in charge of the venue will then direct the client to UC.
4. UC will be responsible for having the Alcohol and Bar Service and Food Service Contracts completed.

UC is responsible for obtaining the catering permit from the State Alcoholic Beverage Commission for any event held at an alternative site on campus outside the L.A. Pittenger Student Center. If the demands for alcohol service on any given date exceed the capability of UC to meet those demands, UC reserves the right to subcontract the service for any event.

5. If the request is denied it will be referred back to the office or administrator in charge of the venue with an explanation of the reason for the denial. The office or administrator in charge of the venue will notify the client. The client may then resubmit if the reason for the denial is correctible.

Requests to provide alcohol service to events sponsored or hosted by Ball State University student organizations or Ball State student groups will be denied even though event participants are deemed to be over the age of 21.

Any exceptions to this procedure must be approved by the President. The mere approval of any event or location within this policy does not in any way prevent the President from denying approval for any specific event.