



UAR NUMBER:

TITLE:

ORIGINATOR(S):

INITIAL ADOPTION:

REVISION DATE(S):

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

PURPOSE:

SCOPE:

336.02 Continuation

EVENT TYPE	STATUTORY REQUIREMENT	MSU REQUIREMENT
Private event – no fee charged	No license required	S.T.A.R. or TIPS server certification required
Private event – fee charged	Caterer’s license (KRS 243.033) or special temporary event issued pursuant to applicable KRS	S.T.A.R. or TIPS server certification required
Public event - fee charged	Caterer’s license (KRS 243.033) or special temporary event issued pursuant to applicable KRS	S.T.A.R. or TIPS server certification required
Public event – no fee charged	Prohibited by KY statutes	Prohibited by MSU regulation

d. Additional Precautions May Be Required: The University reserves the right to require additional precautions such as greater limitations including but not limited to shortened time of service, or the use of security to assist in ensuring compliance with this regulation.

SPONSOR REQUIRED: Every event at which alcoholic beverages will be served must have a designated sponsor. The sponsor may be either an individual of at least 21 years of age or an organization or association. If the sponsor is an organization or association, the sponsor must designate an individual who is at least 21 years of age to assume responsibility on behalf of the sponsor (“Organizer/On-Site Contact”). Students and/or student organizations are prohibited from sponsoring an event under this UAR. The sponsor is responsible for:

- Ensuring compliance with the Morehead State University Alcohol Regulation and all pertinent state and local laws governing possession and consumption of alcoholic beverages.
- Executing and submitting to the CFO/Vice President for Administration or designee a Request for Approval to Serve Alcoholic Beverages at least 10 business days prior to the event. Approval will be granted only if the CFO/Vice President for Administration or designee is satisfied that the requirements of this regulation will be met.
- Any failure of its Organizer/On-Site Contact to ensure compliance with this Regulation.

THE UNIVERSITY AS SPONSOR: No one may represent the University (or any of its subsidiary departments and offices) as the sponsor of an event at which alcoholic beverages are served without express written permission from the appropriate Vice President. Students and/or student organizations are prohibited from sponsoring events where alcohol will be served.

PLACES WHERE ALCOHOL MAY BE SERVED: Without the approval of the President for an exception, alcohol may be served only in those facilities identified in Appendix A. The provision, possession, and consumption of alcohol in all other campus facilities are prohibited with the exception of certain instructional use of alcoholic beverages in preapproved classes/training.

SALE OF ALCOHOL PROHIBITED: The sale of alcoholic beverages is prohibited at any event on campus except as permitted pursuant to a lawfully issued license in accordance with the provisions of Kentucky Revised Statutes 243.033 (governing caterers) or Kentucky Revised Statutes 243.260 (governing special temporary licenses) and the regulations issued pursuant thereto.

SERVICE OF ALCOHOL TO MINORS PROHIBITED: Consumption of alcoholic beverages is limited to persons 21 years of age or older. No one under the age of 21 shall be served alcoholic beverages. If any person under the age of 21 has been solicited or invited to attend, ALL attendees MUST be carded AND colored and clear drink cups must be used to distinguish between alcoholic and non-alcoholic beverages except in certain circumstances where appropriate formal stem-wear is used.

FOOD AND NON-ALCOHOLIC BEVERAGES MUST BE MADE AVAILABLE: Alternative non-alcoholic beverages and food must be provided at any event at which alcoholic beverages are served.

EVENT ADVERTISING AND PROMOTION: Promotions and advertisements for events shall not be permitted to indicate that alcohol will be served or consumed.

ALCOHOL MUST REMAIN IN DESIGNATED SPACE: Alcoholic beverages may not be carried or consumed outside rooms or areas designated and approved for specific events.

INTOXICATED PERSONS MAY NOT BE SERVED: Intoxicated persons shall not be served or permitted to consume alcoholic beverages on the premises.

TIME OF SERVICE LIMITED: Alcoholic beverage service will be limited to a total of not more than five (5) hours at an approved event. In addition, the service of alcohol will conclude one hour prior to the scheduled conclusion of the event.

INVOLVEMENT OF FACILITIES COORDINATOR: Persons or organizations wishing to use one of the designated facilities under this regulation must consult with the facility manager of such facility for additional instructions or information prior to submitting to the CFO/Vice President for Administration or designee a Request to Serve Alcoholic Beverages.

APPROVAL PROCESS: Any person or organization wishing to sponsor an event on campus under the provisions of this Regulation must complete a Request for Approval to Serve Alcoholic Beverages which may be obtained from the Office of the CFO/Vice President for Administration or designee, the Office of the Assistant Vice President for Auxiliary Services or online as an attachment to this Regulation. Any sponsor from outside the University is required to make all arrangements under this Regulation through the Office of Conference & Event Services. Sponsors from within the University must obtain the approval of the appropriate Vice President prior to submission of the form.

TAILGATING: Tailgating has become a popular adjunct to athletic event attendance and is permitted at Morehead State University in specifically designated areas. Persons planning to tailgate do not have to obtain prior approval or secure the services of a licensed provider. PLEASE REVIEW THE UNIVERSITY'S TAILGATING REGULATION ON THE DEPARTMENT OF ATHLETICS WEBSITE.

DEFINITIONS:

ABC PERMIT: Permit issued by the Commonwealth of Kentucky providing authorization to serve alcoholic beverages, pursuant to Chapter 243 of the Kentucky Revised Statutes.

ALCOHOL OR ALCOHOLIC BEVERAGE: Beer, wine (including champagne) or distilled spirits.

DESIGNATED SPACE(S): Specified campus venue area(s) within which alcohol may be sold, served, and/or consumed. See Appendix A.

EVENT: All activities associated with a particular production, performance, conference, etc. on the campus of Morehead State University that may include both Public Events and Private Events.

FEE: Refers to any admission, donation and/or any monies paid by attendees to participate in an event.

LICENSED SERVER: An individual who has received certification through an educational program designed for individuals who serve and sell alcoholic beverages. S.T.A.R. and TIPS certifications are currently acceptable programs; certifications from other programs may be deemed acceptable after review by CFO/Vice President for Administration or designee.

ORGANIZER/ON-SITE CONTACT: Individual, group or organization responsible for organizing, coordinating and communicating all conference and event logistics with the Office of Conference & Event Services. For University-sponsored events, the Organizer/On-site Contact must be a MSU employee. For non-University-sponsored events, the

Organizer/On-site Contact must be an external individual. Organizer/On-site Contact must be present at the event. At times, the Organizer/On-site contact and Sponsor are the same individual, group or organization.

PRIVATE EVENT: An event that may be attended by invitation only and is not advertised to the general public.

PUBLIC EVENT: An event open to the public and anyone is allowed to attend.

SERVER TRAINING IN ALCOHOL REGULATIONS (S.T.A.R.): A voluntary educational certification program offered by the Commonwealth of Kentucky for the purpose of educating individuals who sell and serve alcoholic beverages in Kentucky. Training is not mandated by the Commonwealth.

SERVING STATION: A permanent or semi-permanent location within a Designated Space from which alcoholic beverages are sold and/or served.

SPONSOR: Individual, group or organization (may be internal or external) who is ultimately responsible for the conference or event, including financial and legal obligations for using campus facilities and/or other services and resources. At times, the Organizer/On-site Contact and Sponsor are the same individual, group or organization.

TRAINING FOR INTERVENTION PROCEDURES (TIPS): A voluntary educational certification program designed to educate people who sell and serve alcoholic beverages through on-line and in person training.

VIOLATIONS OF THE REGULATION:

Any person or organization that violates this Regulation in the sponsoring of an event on campus where alcoholic beverages are served may be barred by the University from the sponsorship of further events on campus. The University reserves the right, in its sole discretion, to terminate the service of alcohol at any event on University property.

INTERPRETING AUTHORITY: CFO/Vice President for Administration

STATUTORY OR REGULATORY REFERENCES:

Kentucky Revised Statutes Chapters 241-244

Kentucky Revised Statute 243.033 (governing caterers)

Kentucky Revised Statute 243.260 (governing special temporary license)

RELEVANT LINKS:

Appendix A

Request for Approval Form

MOREHEAD STATE UNIVERSITY

CONSUMPTION AND SERVING OF ALCOHOLIC BEVERAGES ON CAMPUS

APPENDIX A

Academic Athletic Center

Eagles Nest

Len Miller Room

Adron Doran University Center

Button Drill Room

Breckinridge Hall

Browning Orchard

Center for Health, Education and Research

Claypool-Young Art Gallery

Derrickson Agricultural Complex

Eagle Rally Tailgate Zone

Eagle Trace Golf Course

Innovation Launchpad

Jayne Stadium

Kentucky Center for Traditional Music (KCTM)

Kentucky Folk Art Center (KFAC)

Smith-Booth Hall



Morehead State University

REQUEST FOR APPROVAL OF CATERER TO SELL/SERVE

This COMPLETED form, INCLUDING ALL NECESSARY SIGNATURES and required documentation, must be submitted, a MINIMUM OF TEN (10) WORKING DAYS PRIOR TO THE EVENT, to:

Howell-McDowell 305 Morehead, KY 40351

Telephone: (606) 783-2053 Fax: (606) 783-9153

This section to be completed by University/Sponsor.

PLEASE PRINT OR TYPE. ALL INFORMATION MUST BE COMPLETED.

Sponsor (Individual or Organization/Association):

Students and/or Student Organizations are prohibited from sponsoring an event under this UAR.

Address of Sponsor: Street / P.O. Box City State Zip

() ()

Sponsor's Telephone Number(s) Sponsor's e-mail address

If the Sponsor is an individual, is he/she at least twenty-one (21) years of age? NO YES

() ()

On-Site Contact for Event AND telephone number(s) at which On-Site Contact can be reached during event.

Is the Organizer/On-site Contact an individual who is at least twenty-one (21) years of age? NO YES

Name of Event:

Description of Event:

Day and Date of Event:

Estimated Attendance: Time of Event: Begins at AM / PM Ends at AM/PM

Times that alcoholic beverages will be served during the event: Begins at AM/PM Ends at AM/PM May not exceed a total of five (5) hours AND service must end a minimum of one (1) hour prior to end of event.

- Specific locations: Eagles Nest, KFAC, Jayne Stadium, Eagle Rally Tailgate Zone, Len Miller Room, Smith-Booth Hall, Breckinridge Hall, Eagle Trace Golf Course, CHER, ADUC, Browning Orchard, Derrickson Ag Complex, KCTM, Button Drill Room, CY Art Gallery

Will any person under age 21 be solicited or invited to attend?: NO YES If any person under age 21 has been solicited or invited to attend, ALL attendees MUST be carded AND colored and clear drink cups MUST be used to distinguish between alcoholic and non-alcoholic beverages except in certain circumstances where appropriate formal stem-wear is used.

What alternate nonalcoholic beverages and food will be offered at the event? Please describe in detail:

Alcoholic beverages will be served? Check all that apply. Beer Wine / Champagne Distilled spirits

SPONSOR: Signature of Department Representative Printed Name Title Date

VICE PRESIDENT: Signature Printed Name Title Date

FOR ADMINISTRATION AND FISCAL SERVICES OFFICE USE ONLY

All necessary documentation has been received and all stated requirements have been met. Additional requirements are as follows:

Approved: _____

Disapproved: _____

President's Signature: _____ Date: _____

On _____ copies of form forwarded by _____ to: *(CIRCLE those to whom copies are sent)*

Conference & Event Services

Facilities Services

MSUPD

Sponsor