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Responsible University Office:
Office of the Chancellor

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Chancellor

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Dispensing Alcoholic Beverages

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Scope

The University will be responsible for and shall control the dispensing of alcoholic beverages provided by the private individual, group or organizations sponsoring scheduled private social events on University property. The Chancellor may promulgate specific campus policies further controlling and regulating the dispensing and consumption of alcoholic at these events pursuant to Board of Regents policy.

Policy Statement

Alcoholic beverages may be served only at those designated events where alcoholic beverages are donated or sold directly by contracted third-parties. Alcoholic beverages can never be purchased with state funds. Designated events will be defined as those events in which pre-identified and existing groups of individuals are invited to a specific event.

Reason for Policy

RP-6.4.1 Dispensing of Alcoholic Beverages on University Property

The policy regarding the dispensing of alcoholic beverages on the University of Nebraska at Kearney campus is enacted to conform to the Board of Regents policy on Dispensing Alcoholic Beverages on University Property.

Procedures

The dispensing of alcoholic beverages at special events must be approved at least three weeks in advance of the event. The approval process begins with the UNK Alcohol Beverage Service Request Form. The form is routed to the appropriate Chair, Director, Dean, Vice Chancellor, and/or Chancellor for signature approval. The individual completing the form or their designee must be in attendance for the duration of the event. This form shall be used for all such events, regardless of the facility used.

The signed form is then forwarded to the Chancellor for review and final approval if it is determined the proposed event is consistent with all institutional policies relating to the dispensing of alcohol. The final approval must occur no later than ten business days prior to the proposed event. The Chancellor's Office will distribute copies of the completed form to the appropriate campus department(s) notifying them of the event.

The third-party contracted for the dispensing of the alcoholic beverages shall abide by the following requirements and regulations:

- 1) The alcoholic beverages to be served shall be provided by the third-party and shall be removed from UNK property immediately upon the conclusion of the event;
- 2) Actual service of the alcoholic beverages shall be provided only by employees of the third-party, or in extraordinary circumstances as approved by the appropriate administrative officer;
- 3) Alcoholic drinks shall be served in containers distinct from those in which non-alcoholic drinks are served; non-alcoholic drinks must be served in transparent containers;
- 4) Alcoholic beverages that have been opened, but not served or consumed, must be properly disposed of immediately following the event by the third-party;
- 5) Determination of the services provided will be decided by the sponsoring group and the manager of the third-party;
- 6) In no event shall alcoholic beverages be served before 12:00 p.m. or after 12:00 a.m., Monday through Thursday, and after 1:00 a.m. on Friday, or before 10:00 a.m. and after 1:00 a.m. on Saturday, and before 11:00 a.m. after 10:00 p.m. on Sunday.

At a minimum, events must meet the following requirements for approval:

- 1) Seventy-five percent or more of the guests must be over the age of 21 and effective methods are established for ascertaining which guests may legally consume alcoholic beverages;
- 2) Persons hosting the event and all guests will abide by the rules and regulations of the University;
- 3) For good cause, the University will be allowed to withdraw, remove, or expel any person attending the event;
- 4) Alcohol must stay in the approved room or designated area;
- 5) Only persons invited to attend the event and necessary University personnel may be present at the event. All other persons shall be excluded.

Forms

[UNK Alcohol Beverage Service Request Form](#)

Related Information

[Board of Regents Policy 6.4.1 Dispensing of Alcoholic Beverages on University Policy](#)

History

Initial policy draft to ensure consistence with RP 6.4.1