



**BOISE STATE UNIVERSITY**

University Policy 1050

## Alcohol Beverage Permitting

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### **Effective Date**

November 2005

### **Last Revision Date**

November 05, 2020

### **Responsible Party**

Office of the President, (208) 426-1491  
Office of the General Counsel, (208) 426-1203

### **Scope and Audience**

This policy applies to events on campus and at properties the University owns, leases or controls.

This policy does not apply to spaces outside of the Treasure Valley, with their own alcohol policies, that the University controls by contracting to use on a temporary basis such as a conference room at another University.

This policy does not apply to Alcohol in University residential facilities. For details about alcohol consumption by persons of Legal Drinking Age in University residential facilities, see the [Housing and Residence Life Standards, Controlled Substances](#) policy.

This policy does not apply to alcohol in the workplace or student code of conduct related to alcohol. See University Policies 2020 (Student Code of Conduct) and 7020 (Drug and Alcohol-Free Workplace Policy).

## Additional Authority

- Idaho Code § 23-105
  - Idaho Code § 23-1336
  - Idaho Code § 23-1007
  - IDAPA 08.01.08
  - Idaho State Board of Education Policy, Section I.J.2
  - University Policy 1055 (Alcoholic Beverages)
  - University Policy 7020 (Drug and Alcohol Free Workplace)
  - University Policy 2020 (Student Code of Conduct)
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### 1. Policy Purpose

To establish the University's permitting process that allows for the possession, consumption, sale, and service of Alcoholic Beverages on campus at defined athletic venues and on properties the University owns, leases, or controls.

### 2. Policy Statement

Generally, Alcoholic Beverages are prohibited from the Boise State University campus and at properties the University owns, leases, or controls. This policy provides requirements and exceptions to this prohibition. Decisions to allow possession, consumption, sale, and service of Alcoholic Beverages must be consistent with the proper image and the mission of the University. Under no circumstances may any person bring their own Alcoholic Beverages to a University -owned, -leased, or -controlled property unless officially permitted and legally served.

### 3. Definitions

#### 3.1 Alcoholic Beverage

Any beverage containing alcoholic liquor as defined in Idaho Code § 23-105.

#### 3.2 Alcoholic Beverage Permit

A permit issued to allow the possession, consumption, sale, or service of Alcoholic Beverages on campus and at properties that the University owns, leases, or controls.

### 3.3 Event Organizer

The individual or group who is responsible for the Permitted Event.

### 3.4 Legal Drinking Age

Twenty-one (21) years of age or older when a person is legally allowed to purchase or consume Alcoholic Beverages in the State of Idaho.

### 3.5 Permitted Event

An event that has received an Alcohol Beverage Permit.

## 4. General Responsibilities

Upon proper application, the President, or designee, may grant a permit for possession and/or consumption of Alcoholic Beverages at events held on campus and at properties owned, leased, or controlled by the University.

## 5. Alcohol Beverage Permit

- a. Alcohol Beverage Permits must set forth the time at which the sale, service, possession, and consumption of Alcoholic Beverages will be permitted.
- b. The service and sale of Alcoholic Beverages must stop in advance of the event's closure time to sufficiently allow an orderly and temperate consumption of the balance of the Alcoholic Beverages then in possession of the event participants. This time will be no less than thirty (30) minutes prior to the end of the event. The University reserves the right to cease the serving of Alcoholic Beverages at any time.
- c. A permit may only be issued for the possession, consumption, sale, or service of Alcoholic Beverages on campus and at properties owned, leased, or controlled by the University if the following conditions are met under Sections 4.1.1 through 4.1.8.:

### 5.1 Permit Application

- a. Event Organizers should work with an Aramark catering associate who will facilitate the completion and submission of the Alcohol Beverage Permit application. The application must include the following:

- A description of the activity being planned, and

- A description of the area or location and period of time the event will take place.
- b. An Alcohol Beverage Permit may only be granted for a specifically designated event.
- c. Event Organizers must comply with all applicable laws of the State of Idaho and the local jurisdiction for the sale and consumption of Alcoholic Beverages.
- d. The area or location in which the activity will take place must be defined with particularity and must encompass a restricted space or area suitable for properly controlling the possession, consumption, sale, and service of Alcoholic Beverages.
- e. The time period for the activity should be limited to one contiguous event (such as a dinner, conference, reception, concert, or sporting competition), unless specifically stated in the permit request. The University reserves the right to limit the length of time for Alcoholic Beverages service at Permitted Events.

## **5.2 Additional Food and Activity Requirements**

Consumption of Alcoholic Beverages and food cannot be the sole purpose of a Permitted Event. The serving of Alcoholic Beverages must be part of a planned food and beverage program for the Permitted Event. A meal equivalency and a comparable amount of non-Alcoholic Beverages must be available at the event and purchased by the Event Organizer and provided by the food and beverage service provider for the event.

## **5.3 Designation of Alcoholic Consumption Areas**

- a. Event Organizers must designate a confined and defined area where Alcoholic Beverages will be possessed and consumed. The defined area must be confined to the area described in the permit application and clearly marked and separated in a fashion that entry into and exit from the area be controlled to ensure that only those authorized to enter do so and that no Alcoholic Beverages leave.
- b. Under no circumstances will the general public or participants in a Permitted Event be allowed to bring Alcoholic Beverages into the event or leave the defined area while in possession of an Alcoholic Beverage.

## **5.4 Event Security**

The University's Department of Public Safety is authorized to determine if security officers and/or law enforcement officers are required to be present at the event. Arrangements for

security and/or law enforcement officers will be initiated by the Department of Public Safety. The cost of any security will be passed on to the Event Organizer.

### **5.5 Copy of Alcohol Beverage Permit**

The Permitted Event must conspicuously display the Alcohol Beverage Permit in the authorized area where Alcoholic Beverages are being sold and consumed.

### **5.6 Alcohol Provider**

Alcoholic Beverages must be served by the food and beverage service provider for the Permitted Event.

### **5.7 Under Legal Drinking Age Responsibility**

The Event Organizer and contractors providing the Alcoholic Beverage will assume full responsibility to ensure that no one under the Legal Drinking Age is supplied with or allowed to consume Alcoholic Beverages at the event.

### **5.8 Event Organization Insurance**

- a. The Event Organizer must provide proof of liability insurance coverage, including host liquor liability and liquor legal liability, in amounts and coverage limits sufficient to meet the needs of the institution. In no case will the insurance coverage be less than \$1,000,000 minimum coverage per occurrence and \$2,000,000 general aggregate.
- b. Such insurance must list the permitted Event Organizer (“Boise State University”), the food service contractor for the Permitted Event, the Idaho State Board of Education, and the State of Idaho as the additional insureds.
- c. Proof of insurance must be in the form of a formal endorsement and Certificate of Insurance to the policy evidencing the coverage and the required additional insureds.

## **6. Procedure for Approval**

- a. The Event Organizer must submit an application for an Alcohol Beverage Permit at least fifteen (15) business days in advance of event.
- b. For the permit to be issued, all permit applicants for the permit must agree to all the terms of this policy.

- c. Alcohol Beverage Permits must first be approved by the University's contract administrator for its official Food Services Contract when the University's official Food Service Contractor will be serving Alcoholic Beverages for the event. Alcohol Beverage Permits must be approved by the University's Event Services when Event Services will be providing services for the event. All Alcohol Beverage Permits must be approved by General Counsel and the President, or their designees.
- d. Acceptance of a permit constitutes an agreement on the part of the Event Organizer to adhere to the provisions of this policy.
- e. For donated Alcoholic Beverages, the Event Organizer must also submit an [application](#) to the Director of the Idaho State Police who may grant a permit to the Event Organizer for dispensing of donated Alcoholic Beverages consisting only of wine and/or beer for benevolent, charitable, or public purpose. The ISP director prescribes the form of the application for such permit.

## 7. Student Hosted or Sponsored Events

No student events (including but not limited to intramural student athletic events or any events sponsored by or operated in conjunction with student organizations) shall be Permitted Events.

## 8. Donated Alcoholic Beverages

- a. Upon proper [application](#), the Director of Idaho State Police may grant a permit to the Event Organizer for the dispensing of donated Alcoholic Beverages consisting only of wine and/or beer for benevolent, charitable, or public purpose.
- b. Eligible Event Organizers shall include recognized University departments, affiliates, and 501(c)(3) organizations.
- c. Copies of all applicable Alcohol Beverage Permits shall describe dispensing of donated Alcoholic Beverages per Idaho State Police requirements and University or City requirements.
- d. The food and beverage service provider may receive or store the wine and/or beer to be used at the event, and dispense such wine and/or beer to attendees of the benevolent, charitable or public purpose event for which the permit has been issued. Fees for service shall be assessed according to the food and beverage service provider.

- e. If Alcoholic Beverages are donated to support an organization's activities through an event, the name of the Alcoholic Beverage manufacturer or distributor must not be connected to the name of the event itself. The Alcoholic Beverage manufacturer or distributor may be recognized and publicly thanked as organization supporter along with other supporters of the organization.

## 9. Related Information

### Alcohol Beverage Permit Application

An individual or group wishing to provide alcohol at an event must work with an Aramark catering associate who will facilitate the completion and submission of the Alcohol Beverage Permit application.

(208) 426-1677

[catering@boisestate.edu](mailto:catering@boisestate.edu)

### City of Boise Alcohol Beverage Catering Permit

<https://www.cityofboise.org/departments/finance-and-administration/city-clerk/licensing/food-and-alcohol-beverage/alcohol-beverage-catering-permit/>

### Idaho State Police Application for Beer/Wine Permit

<https://isp.idaho.gov/abc/wp-content/uploads/sites/2/2020/01/Beer-and-Wine-Permit-Application-with-Instructions-Dec-2018-Update-5.pdf>

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## Revision History

October 2007; March 2013; October 2017; November 05, 2020