

**UNIVERSITY OF ARKANSAS SYSTEM
DIVISION OF AGRICULTURE
ALCOHOL POLICY FOR DIVISION CONTROLLED PROPERTY**

Purpose:

To describe the conditions under which alcoholic beverages, i.e., wine, beer, and distilled spirits (liquor), can be served, sold, distributed, purchased or consumed at events held on property under the control of the University of Arkansas System Division of Agriculture (“Division”).

Applicable To:

All property under the control of the Division, including facilities and grounds; all faculty, staff, organizations, departments, groups, and guests of the Division; all events held on Division controlled property; and all persons attending events held on Division controlled property, whether such events are sponsored by the Division or not. [This policy shall not apply to authorized individuals residing on Division controlled property, or their personal guests, except during events].

Procedure:

The purchase, service, possession, distribution, and consumption of alcoholic beverages are prohibited on Division controlled property, except as authorized by the Vice President of Agriculture and only if the following requirements are satisfied:

I. State Law, Federal Law, and Local Ordinances

The purchase, service, possession, distribution, and consumption of alcoholic beverages in facilities under the control of the Division and on its grounds shall in all respects comply with all local, state, and federal laws, in addition to all policies of the Division and the Board of Trustees of University of Arkansas (“University”).

II. Registration Guidelines

- A. Any event to be held on Division controlled property that desires to serve alcoholic beverages must submit an Alcohol Approval request, in writing, to the appropriate Associate Vice President for Agriculture, or designee, at least thirty (30) days prior to the date of the event, and subsequently obtain written approval for same from the Associate Vice President or designee. The Alcohol Approval request must contain the name of the requester, the organization seeking to host the event, the requested locations of the event, the date of the event, start and end times of the event, and approximate number of attendees expected for the requested event. The Division shall have full discretion over any and all such requests and/or approval decisions.

B. If approval, as set forth above in Section II(A), is obtained, alcoholic beverage service may be permitted, in accordance with the requirements set forth within this policy, at the following Division controlled locations:

1. Pauline Whitaker Animal Science Center
2. Don Tyson Center for Agricultural Sciences
3. Glenn Bauman Memorial Center

Alcoholic beverage service will not be allowed at any other Division controlled property unless specifically authorized, in writing, by the Vice President of Agriculture. The Vice President of Agriculture shall have full discretion over any and all such requests and/or approval decisions, and such decisions will be made on a case-by-case basis.

C. Under no circumstance will alcoholic beverage service be permitted on any Division controlled property located in a dry county.

III. Alcohol Service Guidelines

- A. No person under the age of 21 may serve, distribute, purchase, possess, or consume any alcoholic beverages anywhere on property owned or controlled by the University, included all Division controlled property.
- B. No person of any age may serve, sell, or otherwise provide alcoholic beverages to any person under the age of 21 years of age.
- C. Alcoholic beverages must be served by an insured caterer or bartending service holding a valid "Off Premises Caterer's Permit" issued by the Arkansas Department of Finance and Administration, Alcohol Beverage Control. The permitted caterer(s)/bartender(s) shall be responsible for complying with all alcohol service laws, regulations, and ordinances.
- D. Alcoholic beverage service must take place after 4:30pm on weekdays or after 12:00pm on weekends.
- E. Alcoholic beverage service should begin no more than two hours before and should cease 30 minutes prior to the end of the scheduled event.
- F. Non-alcoholic beverages and non-salty foods must be available and displayed when serving alcoholic beverages. The food must be available before the alcoholic beverage distribution begins and replenished throughout the event as needed. Water must be one of the non-alcoholic beverages provided.
- G. Bring-Your-Own-Beverage (BYOB) arrangements are prohibited.

- H. There can be no self-service stations for alcoholic beverages.
- I. Notification of the legal drinking age must be posted at any event where alcoholic beverages are present.

IV. General Guidelines Pertaining to Students

- A. Alcoholic beverages may not be served at events which are designed primarily for students, regardless of age or classification (undergraduate or graduate) of students.
- B. Alcoholic beverages are not allowed at student registered or sponsored events, notwithstanding the provisions of the University of Arkansas Social Policy Guidelines applicable only to Greek Life organizations.

V. Other Guidelines

- A. Events involving alcoholic beverages must be private events and not open to the general public.
- B. Access to events serving alcoholic beverages must be controlled throughout the event.
- C. Alcoholic beverages shall not be purchased or reimbursed with state or federally appropriated funds. Expenditures for the purchase of alcoholic beverages may not be charged to or reimbursed with general university funds.

VI. Additional Guidelines for Non-University Groups

- A. In addition to all other restrictions set forth above, the following additional requirements apply to events by non-University groups held on Division controlled property where alcoholic beverage service has been approved:
 - a. Space must be licensed for use under a written facility use agreement.
 - b. The facility use agreement must provide for indemnification of the University, its officers, employees, and agents against all risks of liability associated with the service of alcohol.
 - c. The agreement must require liability insurance coverage by the licensee, with the University as an additional insured, in an amount that is satisfactory to the University, and with a certificate of insurance furnished to the University prior to the event.
 - d. No events shall be announced or publicized until a written agreement has been executed by authorized representatives of the parties.