

ALCOHOL SERVICE PERMIT PROCESS FREQUENTLY ASKED QUESTIONS

- **Where can I find the SDSU policies and Applications for Permits related to Alcoholic Beverages?**
 - Please visit <https://www.sdstate.edu/university-policies-procedures> to access the *Sale of Alcohol on University Property Policy* (6:4) for events where alcohol is intended to be sold and the accompanying permit application and the *Drug Free Environment Policy* (4:7) for non-sale events and the accompanying permit application. Please also see the *Football Tailgating Policy* (10:1) for information regarding tailgating and *Institutional Sponsorship and Advertising for Gaming and Alcoholic Beverages Policy* (9:1) concerning advertising related to alcohol.

- **Are we limited to or required to serving only beer and wine on campus?**
 - Yes. Pursuant to South Dakota Board of Regents and SDSU policies, Alcoholic Beverages that may be served with a valid Permit or sold with a valid Permit and License are limited to beer and wine – mixed drinks and hard liquor are not permitted.

- **Are there designated areas for consumption without sale (non-sale)?**
 - Yes, SDSU has designated areas that are generally acceptable for the service of Alcoholic Beverages upon approval of a Non-Sale Permit by the President.
 - Designated Football Tailgate areas
 - Designated reception areas in the Oscar Larson Performing Arts Center
 - University Student Union
 - McCrory Gardens
 - South Dakota Art Museum

- Agricultural Heritage Museum
 - Designated hospitality areas in Frost Arena
 - Club 71 and Coughlin Alumni Lounge
- **When is an Alcoholic Beverage Permit required?**
 - An Alcoholic Beverage Permit application is required any time beer or wine is served on campus, regardless if the alcohol is sold, donated, or served without sale. The Permit must be fully approved prior to the event and if Alcoholic Beverages will be sold, a Special Event License to sell alcohol must also be obtained prior to the event.
 - **Can I serve my own beer?**
 - No. The service of beer and wine must be performed by a trained and certified server authorized by SDSU. Presently, SDSU requires that Sodexo personnel perform all service of Alcoholic Beverages. The only limited exception to this rule is Alcoholic Beverage possession and consumption in conformity with the [Football Tailgating Policy](#) and within those designated areas and times.
 - **Can I advertise that my event will serve (or sell) alcohol?**
 - Advertising of alcohol at an event must follow University Policy 9:1 ([Institutional Sponsorship and Advertising for Gaming and Alcoholic Beverages](#))
 - **What if the event is for a third party and they are collecting the sales money?**
 - Any event that has sales of Alcoholic Beverages occurring on the SDSU campus must go through the SDSU Alcoholic Beverage Permit process. Any time that funds are collected for participation in an event where Alcoholic Beverages are distributed to attendees, this is considered a sale

of Alcoholic Beverages and a Permit and License are required. Does this also apply to third party events that are non-sale alcohol events?

- Yes. Any event in which alcohol is served, must following either the *SDSU Sale of Alcohol on University Property Policy (6:4)* or the *Drug Free Environment Policy (4:7)*.

- **Does a ticketed event require a Permit?**

- Yes. A ticketed event requires a Permit to sell alcohol. If the ticket is sold, the ticketed event also requires a License to Sell Alcohol issued by the City of Brookings, which is obtained by Sodexo.

- **Who is responsible for requesting a license to sell and serve beer and wine?**

- Once the Alcoholic Beverage Sales Permit Application is routed and finally approved, a copy is sent to SDSU's food service vendor, Sodexo. Sodexo is responsible for working with the City of Brookings to obtain the required License to sell and serve the Alcoholic Beverage.

- **Who is the holder of the license? Who can serve?**

- The holder of the License to sell Alcoholic Beverages is Sodexo, and they are the only entity whose employees are authorized by SDSU to serve beer and wine on campus.

- **Do the permit applications have deadlines?**

- Non-sale: *Alcoholic Beverage Non-Sale Permit Applications* must begin routing through DocuSign at least ten (10) business days in advance of the proposed event.

- Sale: *Alcoholic Beverage Sales Permit Applications* must begin routing through DocuSign at least forty-five (45) business days in advance of the proposed event.

- **What is the permit process?**

- When an individual or group would like to request approval to serve or sell Alcoholic Beverages on SDSU campus, they must make the request as part of the Facility Reservation Process. This begins with reservation of the facility. Approvals on the Alcoholic Beverage Non-Sale/Sale Permit Application are gathered through DocuSign.
- Applicants will complete the Non-Sale/Sale Permit Application linked in the respective University Policy and also linked herein.
 - [Non-Sale Permit Application](#)
 - [Sale Permit Application](#)

The completed Alcoholic Beverage Non-Sale/Sale Permit Application and all required documents, including a facility reservation or facility use agreement, security plans, and any other requested information, will be routed through DocuSign for review by the related unit, Facilities & Services, Safety & Security, Sodexo, and the Office of the President.

- The President, or designee, may request additional information to inform the President's decision on whether to approve or deny the application.
- Once the Application has fully routed to all approvers, the applicant will receive a completed copy indicating whether the permit was approved or

disapproved. The President, or designee, will indicate a reason for the disapproval if denied.

- **What is a facility use agreement?**

- A facility use agreement is an agreement between the user and SDSU for the use of a SDSU facility. It will state the terms and conditions concerning the use of the facility being used. Selected facilities may have their own facility use agreement. If such a document does not exist then the SDSU Special Activity Authorization Request Form (“SAARF”) may be adapted for use at any location on campus. Contact Central Reservations in the University Student Union for more information on the SAARF.

- **Who is responsible for initiating the Application for Alcoholic Beverage Non-Sales/ Sales Permit?**

- The facility manager who is working directly with the group or individuals wishing to obtain authorization for the service, sales, possession or consumption of beer or wine on SDSU property.

- **What if my permit is denied?**

- The President, or designee, will indicate the reason for disapproval on the Application for Alcoholic Beverage Non-Sales/Sales Permit. Without an approved Permit, no beer or wine can be served, sold, possessed or consumed on SDSU campus or hold an event that does the same.

- **What if the Alcoholic Beverages are donated?**

- All donated Alcoholic Beverages that are part of a Permitted Event for sales of Alcoholic Beverages must be purchased through a retailer within the Brookings County area. Arrangements for delivery of donated beer and/or

wine should be made with Sodexo personnel as part of scheduling the event.

- **What about a SDSU event off campus? Are we obligated to follow campus Alcohol Permit Process for that specific site?**
 - No, but all State laws will apply and each site will likely have their own specific guidelines. SDSU rules on purchasing, conduct, and other applicable policies still apply.

- **Who is responsible for displaying the permit?**
 - SDSU's contracted vendor, Sodexo, is responsible for prominently displaying the approved Alcoholic Beverage Permit and any required License for the sale of Alcoholic Beverages at and during the event.

- **What are some key components necessary in your security plan?**
 - Where the Alcoholic Beverages are being stored and served
 - How the amount of Alcoholic Beverages served will be controlled
 - Who the security personnel will be, how long they will be there, and how many staff will be on location
 - How access to the area will be secured in accordance with the policies
 - How access to Alcoholic Beverages will be controlled to ensure minors are not served Alcoholic Beverages

- **Is insurance for an event required?**
 - Yes. Insurance must include liquor legal liability coverage in the amounts and coverage limits sufficient to meet the needs of the SDSU. The default coverage limit must be \$1,000,000 minimum per occurrence, unless stated otherwise by SDSU. The proof of insurance must be provided to SDSU in the form of a formal endorsement to the policy evidencing the coverage

and the required additional insureds.

- The insurance must list the Permit holder, the Vendor, SDSU, the South Dakota Board of Regents, and the State of South Dakota as additional insureds.
 - Such event-based insurance is available from a number of underwriters in the Brookings area. Cost for coverage may range approximately from \$100 to \$500 depending on number of attendees and the nature of event. Please check with Sodexo and your insurance carrier for specific details of coverage requirements and costs.
- **Who is required to attain insurance for an event?**
 - Only third party users are required to attain insurance as stipulated above. This is also limited to “sales” events.
 - **How long can you serve alcohol during an event?**
 - Alcoholic Beverage service must be discontinued well before the event is expected to end, conform to any SDSU and Board of Regents Policy requirements, and within the calendar day of the event’s license.
 - **To whom can I ask questions?**
 - If you have questions, please contact Karyn Weber at karyn.weber@sdstate.edu.