

SERVICE OF ALCOHOLIC BEVERAGES AT UNIVERSITY FUNCTIONS

The service of alcohol at any University Function must comply with Indiana state law and university policy. Alcoholic beverages cannot be sold, served, provided or consumed at any University Function unless the alcohol is provided and served by an entity that holds an alcoholic beverage permit from the Indiana Alcohol and Tobacco Commission. Non-compliance could result in penalties to the university and/or loss of its existing alcoholic beverage permits.

A “University Function” includes those events that:

- Take place in a public area
- Take place in a private area but university funds are spent
- Are public in spirit or effect
- Take place in private areas and overflow into public spaces
- Are publically announced or advertised to college members or students in general
- Are “invitation only” events held in a public area

There are two available options for those that want to serve alcohol at a University Function:

1. Hold the University Function at a venue, on or off campus, that holds an alcoholic beverage permit through the University

The following university facilities hold alcoholic beverage permits and have meeting space available that will accommodate University Functions of various sizes:

- Legends
- Morris Inn / Sorin’s / Rohr’s
- Wind Family Fireside Terrace¹
- Warren Golf Course / Clubhouse

2. Have the event catered by an entity that holds an alcoholic beverage catering permit.

University Catering holds an alcoholic beverage catering permit and can provide and serve alcohol at functions held at various locations on campus. They will provide all necessary qualified personnel for dispensing alcoholic beverages and will be responsible for checking identification to be certain that no underage guests are served. University Catering has recently implemented special cost-effective pricing packages for such events in an effort to make such catering events more affordable for the university community.

If an outside caterer is used for a University Function, the caterer’s liquor liability insurance needs to be reviewed and approved by the Office of Risk Management prior to the event. The caterer must also hold an alcoholic beverage catering permit issued by the Indiana Alcohol and Tobacco Commission. Proof of both liability insurance and an alcoholic beverage catering permit must be on record with the Office of Risk Management.

Please contact the Office of General Counsel (574-631-6411) if you have questions or require guidance.

¹ * Note, departments, institutes, and centers may have additional requirements for events serving alcohol.