

Serving Alcohol at On-Campus Events

1. Does the event have to be sponsored by a UNM department?

No, but if an entity outside of the University co-sponsors any event, the co-sponsor must obtain liquor liability insurance in the amounts required by the University. Proof of insurance must be sent to the Office of University Counsel no later than ten days prior to the event. The University must be named as an additional insured.

2. Does the event have to be by invitation only?

Yes, the event must be by invitation only.

3. Can any type of alcohol be served?

No, only beer and wine can be served.

4. Does the location of the event have to be closed to the public?

Yes, the event must be held in a location that can reasonably be closed to the public.

5. Who approves the alcohol request form?

The form must be approved by the director of the Student Union Building, the University Counsel, and the University President.

6. Can minors be present at an event where alcohol is being served?

Yes, but there must be procedures used to prevent them being served (verification of IDs, wrist bands, etc.).

7. Can alcohol be purchased for research or educational functions in a University alcohol awareness or treatment program?

Yes, these functions must be approved in advance, in writing, by the President or designee after recommendation by the appropriate dean or director.

8. Can the availability of alcohol be mentioned in the advertisements for the event?

No, alcohol cannot be mentioned in any advertisements for any event and should not be used to encourage participation.