

UNIVERSITY OF  
**ILLINOIS**  
SPRINGFIELD

**ALCOHOLIC BEVERAGES REGULATIONS AND PROCEDURES**

**I. Statement of Intent**

The University of Illinois Springfield is committed to providing a safe and enjoyable venue for educational, cultural, public, entertainment, athletic and social events. Accordingly, the sale, delivery, possession and consumption of alcoholic beverages in or on any property controlled by the University of Illinois Springfield is strictly prohibited, except as provided in these regulations. The regulations implement the University of Illinois Alcoholic Beverages Management Policy ("AMP") adopted by the Board of Trustees on January 15, 2009, as may be amended from time to time. The AMP implements Illinois Public Act 95-0847.

**II. Application**

- A. These regulations apply whenever alcoholic beverages are served or sold at UIS-sponsored events held off campus.
- B. These regulations apply whenever alcoholic beverages are served or sold in buildings or property owned or controlled by the Board of Trustees, including leased premises, except private living spaces.
- C. Section VII applies only to possession and consumption of alcoholic beverages in private living spaces.

**III. Authority**

- A. Permission to include alcoholic beverages at UIS events and/or on University property must be approved by the Office of the Chancellor. Both the venue *and* the event must be approved. The Chancellor has designated the Associate Chancellor for Public Affairs to oversee matters related to alcoholic beverages.
- B. Food Services has the right of first refusal for all alcohol service or sales, whether on or off campus. Food Services will maintain a list of approved caterers in the event it declines to provide service at an event.

**IV. Procedures**

A unit seeking to host an event involving the sale, delivery, possession or consumption of alcoholic beverages on university property or at an off-campus university event must submit an application to the Associate Chancellor for Public Affairs. Units are encourage to allow a minimum of three (3) weeks to process requests.

To apply to sell alcohol, please fill out Form A.

To apply to serve (no sales) alcohol, please fill out Form B.

Arrangements may not be finalized until the approval has been obtained in writing. There will be no standing approvals for events or venues; however, a series of events may be submitted for approval at the same time. Provision of alcohol at university events and/or on university property is a privilege, not a right. A request may be denied for any event or at any time for any reason deemed appropriate by the University.

## V. Criteria

Requests to host an event involving the sale, delivery, possession or consumption of alcoholic beverages will be reviewed for compliance with the following criteria:

- A. Whether the event is a student activity or student-related activity;
- B. The anticipated attendees at the event are primarily individuals over the age of 21;
- C. The sale or service of alcoholic beverages will be handled by Campus Food Services or an approved caterer with the requisite liquor license, insurance and TIPS/BASSETT-trained staff;
- D. The host unit / event operator will have the ability to prevent the sale and distribution of alcoholic liquors to individuals under the age of 21;
- E. The host unit / event operator will have the ability to ensure that the sale or serving of alcoholic liquors and the demeanor of the participants are in accordance with state law, university policies and campus regulations;
- F. The physical setting of the event is conducive to control of liquor sales and distribution, including preventing participants from removing alcoholic beverages from the venue and/or providing their own alcoholic beverages to the venue;
- G. The event is generally consistent with the mission and values of the University.

## VI. Additional Guidance

### A. Unit Responsibility

The host unit is responsible to the University for the demeanor of the participants and invited guests. Approval for future requests may be adversely impacted if unruly behavior, or other behavior, occurs that violates these regulations or any applicable law, regulation or policy.

### B. Participant and Guest Responsibility

The University assumes no responsibility or liability for individuals or organizations conducting events at which alcoholic beverages are served or consumed. Individuals who choose to consume alcohol are responsible for their behavior and for following all applicable laws, policies and procedure. Violations of this policy may result in adverse employment action or student discipline.

- C. Venues. The following venues have been determined to be *likely* suitable for the sale or service of alcohol, depending on the nature of the event. Approval must still be secured prior to an event. All applicable facilities use requirements shall apply. Hosting units should allow for additional time to process requests for any venue not listed below:

- a. In the Public Affairs Center (PAC):
  - i. Hatmaker Room
  - ii. Pearson Room

- iii. Chancellor's Suite
- iv. Studio Theatre
- v. Restaurant
- vi. Atrium
- vii. Second floor adjacent to auditorium
- viii. Conference rooms
- ix. Outdoor area immediately adjacent to the PAC
- b. In the Student Union:
  - i. Ballrooms
  - ii. Meeting rooms
  - iii. 1<sup>st</sup> and 2<sup>nd</sup> floor foyers
  - iv. North and south patios
- c. In the Homer L. Butler Commons (interior and exterior)
- d. In the Health Sciences Building
  - i. The Art Gallery (second floor)
  - ii. The lounge (first floor)
  - iii. Outdoor patio immediately adjacent to the first-floor lounge
- e. In the Women's Center (interior)
- f. In the Recreation and Athletic Center (TRAC):
  - i. Hoogland Atrium and adjacent public space
  - ii. Multipurpose room
  - iii. Conference room
  - iv. Outdoor area adjacent to facility
- g. In Brookens
  - i. Brookens Auditorium and adjacent concourse
  - ii. BRK 230A
  - iii. MacDonald Lounge
- h. At Kiwanis Stadium and areas adjacent
- i. In the WUIS/NPR Illinois office
- j. In the Field Station at Lake Springfield (interior and exterior)
- k. In the Chancellor's residence
- l. In Innovate Springfield, 15 S. Old State Capitol Plaza

D. Funding of Alcohol Beverage Purchases

No state-appropriated funds, grant accounts, or University-managed student fee accounts may be used for the purchase of alcoholic beverages. Alcohol may be purchased with self-supporting funds (when participants pay a fee to cover the cost of the event including alcohol) or gift or service plan funds for a donor, hospitality, reception or dinner if attended by both employees and guests.

VII. **Possession or Consumption of Alcoholic Beverages in Private Living Spaces**

- A. Residents who are 21 years of age and older may possess and consume alcoholic beverages within the confines of their living unit and immediate patio areas. Possession and/or consumption is not permitted in lounge or recreational areas, multi-purpose areas, or other shared spaces.

- B. Residents who are 21 years of age and older may allow guests who are 21 years of age or older to possess and/or consume alcoholic beverages in the same locations as permitted in (A) of this Section.
- C. Possession and consumption are limited to personal use or private gatherings that do not involve a cover charge, cup or container fee, or any other exchange of money for alcoholic beverages.
- D. Violations of this policy may result in disciplinary action.

VIII. Resources

Public Act 95-0847 (effective August 15, 2008)

Public Act 99-550 (effective July 15, 2016)

Public Act 99-559 (effective July 15, 2016)

Public Act 99-795 (effective August 12, 2016)

University of Illinois Alcoholic Beverages Management Policy

OBFS Policy 8.1.2 Determine the Allowability of Serving Alcohol at an Event

[https://www.treasury.uillinois.edu/risk\\_management/outside\\_vendors\\_providers\\_contractors/outside\\_caterers/](https://www.treasury.uillinois.edu/risk_management/outside_vendors_providers_contractors/outside_caterers/)

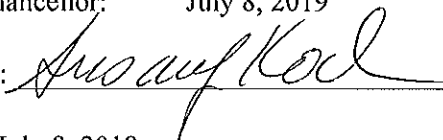
UIS Drug and Alcohol Policy <https://www.uis.edu/studentaffairs/policies/drugalcohol/>

IX. Approvals

Date approved by Chancellor's Cabinet: July 8, 2019

Date approved by Chancellor: July 8, 2019

Chancellor signature:



Effective date: July 8, 2019