



## 918 - Alcohol Permit

### Purpose:

According to [SBHE Policy 918](#), the possession, sale, service, use, or consumption of alcoholic beverages upon land or in buildings at institutions under control of the Board is prohibited, except as authorized by the institution's president.

A Bismarck State College (BSC) Alcohol Permit must be issued to allow for the sale or consumption of alcoholic beverages at specifically designated activities or events on grounds operated by BSC.

### Procedure:

- Alcoholic beverages may be permitted at events on-campus pursuant to a permit signed by the BSC president.
- A \$270 application fee will be billed along with other facility charges (if applicable) following the scheduled event.
- For the purposes of this procedure, the term "Permitted Event" shall include a specifically designated event or activity that has been defined by purpose, location, hours of operation and authorized by the President of BSC.
- The organization requesting the use of alcohol at their Permitted Event must be properly insured with a minimum of \$1,000,000 per occurrence in general liability insurance in effect on the date scheduled for the event, evidenced by a properly completed Certificate of Liability Insurance prepared by the vendor's insurance provider.
- Complete and return Permit Application and all required documents (including insurance certificate) to the Campus Scheduling Associate at [bsc.facilityreq@bismarckstate.edu](mailto:bsc.facilityreq@bismarckstate.edu), no less than **thirty (30) business days** prior to the event.
- Approved Permit will be sent to the applicant, the alcohol vendor, and BSC Campus police or contracted security, if BSC Campus Police cannot provide security.
- Any alcoholic beverage at a Permitted Event must be provided and served through a vendor approved by BSC.
- Alcohol is not allowed outside of the designated space as noted on Alcohol Permit Application.



- The amount of alcohol consumed by any guest is the sole responsibility of the Lessee and/or the Permit holder and not the responsibility of BSC. BSC staff and any representatives shall not be liable for any and all injuries, death, or property damage which might occur as a result of allowing alcohol consumption at or in connection with any event at BSC.
- Any violation of these rules may result in the immediate shutdown of the event, additional fees and may jeopardize approval for future facility rentals.
- In accordance with ND Century Code 5-02-01.1, persons under twenty-one years of age are allowed to attend the Permitted Event, even though alcohol will be present.

Alcohol Vendor

- Vendors are required to have appropriate liquor license(s) to serve alcohol.
- Alcohol can ONLY be served by the licensed vendor. It is the vendor’s responsibility to request proper identification of each person to consume alcohol at the event. If identification cannot be provided, then the individual may not consume alcohol at the event.
- Alcohol vendors are required to provide ice and remove all alcoholic beverages from the tables. BSC employees are not permitted to handle alcohol while on duty.

Security

- Security officer(s) are required at all non-BSC and non-BSC Foundation events involving alcohol.
- Security must be contracted through **BSC Campus Police Department**. The cost for security will be billed along with other facility charges (if applicable) following your scheduled event.
- BSC has the right of first refusal prior to any off-site vendors being approved. If BSC Campus Police Department is unable to provide security for the Permitted Event, it is the responsibility of the Lessee to make private arrangements with a security vendor. The cost for security will be the responsibility of the Lessee.
- If BSC Campus Police Department cannot provide security, and you must contact a private security vendor, please see chart below for required number of officers.

Number in Attendance	Number of Required Security Officers
1-200	1
201-300	2
301+	3



- Security vendor for the Permitted Event must be approved by BSC.
- Security officer(s) are authorized to enforce BSC Policy Procedure 918 and are responsible for ensuring that alcohol does not leave the room listed on the Alcohol Permit Application. This includes no alcohol in the restrooms or stairways.
- Security officer(s) cannot leave the premise until all alcohol has been completely removed from the building.
- It is the Lessee's responsibility to inform security officer(s) of all the above requirements.

**References:**

[SBHE Policy: 918 Alcoholic Beverages; ND Century Code 5-02-01.1](#)

**History of This Procedure:**

First procedure: May 30, 2023

Approved by Rebecca Collins (EC member responsible for the procedure) on May 30, 2023