



Policy Number: 600.6

Policy Title: Alcohol Sale, Possession, and/or Consumption on College Property

Subject: Section 600 – Physical Plant

Date Adopted: May 6, 2009

Date(s) Revised: September 6, 2012; January 8, 2021

Approved by:

A handwritten signature in blue ink that reads "Sandra J. Bauman".

Sandra J. Bauman
Dean/CEO
Helena College, University of Montana

POLICY STATEMENT:

It is the policy of Helena College, University of Montana, to comply with applicable laws pertaining to the sale, possession, and/or consumption of alcoholic beverages on college property and to foster responsible attitudes toward alcohol among the members of the college community, including students, faculty, staff, and visitors. No event involving the sale, possession, and/or consumption of alcoholic beverages may take place on college property without prior written approval of Helena College's Dean/CEO.

Montana Board of Regents [Policy 503.1, Alcoholic Beverages](#), prohibits the consumption of alcoholic beverages on property belonging to the Montana University System except as expressly permitted or Helena College's Dean/CEO.

All Helena College's policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations, and with the Board of Regents' policies and procedures.



PROCEDURES:

Authorization by the Helena College Dean/CEO for sale, possession, and/or consumption of alcoholic beverages on college property shall conform to the following:

1. Sale, possession, and/or consumption shall be in connection with a substantive event, such as a banquet, official entertainment, or reception. Food and non-alcoholic beverages shall also be available at the same event.
2. The event shall be monitored to prevent purchase, possession, and/or consumption by a person not of legal age.
3. All requests for sale, possession, and/or consumption must be submitted to and approved by Helena College's Dean/CEO using the attached form, which must include the appropriate signatures.

In addition, Helena College may establish additional regulations controlling the consumption of alcoholic beverages that do not conflict with Montana Board of Regents [Policy 503.1, Alcoholic Beverages](#).

DEFINITIONS:

Alcoholic beverage means any beverage subject to the "Montana Alcoholic Beverages Code."

Property belonging to the Montana University System means any property which is owned, leased or otherwise controlled by any campus of the Montana University System.



Figure 1: Entertainment Form for Alcoholic Beverage Approval

The University of Montana - Business Services		Instructions	
Business Entertainment/Meeting Expense/Alcoholic Beverage Approval			
Payee:		Banner ID or Federal ID Number:	
Address:		Index:	
UM Official Host:		Ext:	<input type="checkbox"/> Yes <input type="checkbox"/> No
UM Department:		Advance:	\$
Date(s) of Entertainment/Meeting:		Total Actual Cost:	\$
Place(s) of Entertainment/Meeting:		Amount Due Payee:	\$
Name of Establishment		Amount Due UM:	\$
Location/City			
Business Purpose: Indicate the UM business that was discussed or the benefit The University of Montana expects to derive. <div style="border: 1px solid black; height: 100px; width: 100%;"></div>			
Persons or Group Attending List persons being entertained OR, if a large group, indicate the number of attendees and the name of the group in attendance. A guest list may be attached.		Affiliation and Position/Title (Or other designations to clarify the relationship to The University)	
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>		<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>		<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
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<div style="border: 1px solid black; height: 100px; width: 100%;"></div>		<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
Alcoholic Beverage Request If alcoholic beverages are being served you MUST receive approval from the President PRIOR to your event.		Advance Additional Cost Approval The cost of entertainment may not exceed the amount originally requested unless an exception is granted by the appropriate executive officer.	
President's Approval:	Date	Exception Approval	Date
I certify that this is a true statement of entertainment expenses incurred for official UM business.		I certify that I have reviewed this request and, in my best judgment, the request is "reasonable" and "justified" considering the facts and circumstances.	
Signature of Requester	Date	Approval Signature: President, Vice President, Dean or Director	Date