




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

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## **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 <a href="#">Instructions</a>		<input type="text"/>
<b>Business Entertainment/Meeting Expense/Alcoholic Beverage Approval</b>		Banner Document Number
Payee: <input type="text"/>	Banner ID or Federal ID Number: <input type="text"/>	
Address: <input type="text"/>	Index: <input type="text"/>	
	Account Number: <input type="text"/>	
UM Official Host: <input type="text"/> Ext: <input type="text"/>	Advance Requested: <input type="radio"/> Yes <input type="radio"/> No	
UM Department: <input type="text"/>	Advance: \$ <input type="text"/>	
Date(s) of Entertainment/Meeting: <input type="text"/>	Total Actual Cost: \$ <input type="text"/>	
Place(s) of Entertainment/Meeting:	Amount Due Payee: \$ <input type="text"/>	
Name of Establishment <input type="text"/>	Amount Due UM: \$ <input type="text"/>	
Location/City <input type="text"/>		
<b>Business Purpose:</b> Indicate the UM business that was discussed or the benefit The University of Montana expects to derive.		
<div style="border: 1px solid black; height: 60px;"></div>		
<b>Persons or Group Attending</b> 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.		<b>Affiliation and Position/Title</b> (Or other designations to clarify the relationship to The University)
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<b>Alcoholic Beverage Request</b> If alcoholic beverages are being served you <b>MUST</b> receive approval from the President <b>PRIOR</b> to your event.		<b>Advance Additional Cost Approval</b> 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: Date President, Vice President, Dean or Director