

# ALCOHOL SERVICE REQUIREMENTS

Laws, Policies & Guidelines

**IF you are planning an University of Idaho event (sponsoring) and wish to include alcohol, please be aware of the following:**

- **If event is sponsored by the University of Idaho, whether on or off campus and includes alcohol it MUST be permitted**
- **If event is sponsored by non-UI group but held on UI property it MUST be permitted**
- **Event must be approved at various levels up to & including the President's Office**
- **Food and alcohol provider must also be approved and meet UI/SBOE requirements**

- **Sponsor must apply for permit at least 30 days prior to event and provide:**
  - **Agreements**
  - **Certificates of Insurance**
  - **Licenses**

**All permitted events will include:**

- **Food and non-alcoholic beverages**
- **Liquor license, catering permit and insurance documentation posted in conspicuous space**
- **Occur pursuant to a signed alcohol permit agreement**
- **Event purpose must be for other than food or alcohol**
- **Paid admission, a fee, or written personal invitation**
- **Consistent with image and mission of the institution**

Contact Auxiliary Services 208-885-5500 to begin the process to obtain an Alcohol Permit or visit <https://www.uidaho.edu/finance/auxiliary-services/services>