

BLACK HILLS STATE UNIVERSITY
Policy & Procedure Manual

SUBJECT: Sale of Alcohol on BHSU Property
NUMBER: 6:1

Office: Business Office

Source: [SDCL Title 35](#); [SDBOR Policy 6:14](#); [SDBOR Policy 4.7.1](#)

1. Purpose

This policy implements [SDBOR Policy 6:14](#) and sets forth the process for the sale of alcohol on BHSU property in accordance with applicable state law.

2. Policy

All elements of [SDBOR Policy 6:14](#) are the basis for this policy and shall be considered in concert with the following BHSU policy and procedures.

3. Permit

Permission for the sale of Alcoholic Beverages shall be evidenced by issuance of a written Permit by the University President, which may only be issued in response to a completed written Alcoholic Beverage Sales Permit Application, which can be found in DocuSign. A Permit may only be issued in conformity with this policy.

4. Procedures

- a. Groups or individuals wishing to obtain authorization for the sale of Alcoholic Beverages in accordance with [SDBOR Policy 6:14](#) and this policy must submit a fully completed Alcoholic Beverage Sales Permit Application to the Vice President for Finance & Administration who will review and forward to the University President for final approval.
- b. A fully completed Alcoholic Beverage Sales Permit Application must be delivered via DocuSign to the Office of the President at least 30 business days

prior to the proposed event. The University President, or designee, may request additional information to inform the President's determination.

- c. The University President will review the application and make a determination on approval or not.
- d. Upon approval of an Alcoholic Beverage Sales Permit Application, the approved application for a Permitted Event becomes the official Permit. The Permit holder or University-approved Vendor may submit a copy of the Permit with their request for an alcoholic beverage license or a special events license through the local licensing authority in accordance with the limitations of the Permit for the Permitted event, [SDBOR Policy 6:14](#), this policy, [SDCL 35-2-6.1](#), and municipal regulations. No sale of alcoholic beverage may occur pursuant to a Permit without such a specified license.
- e. For complimentary or hosted wine/beer service at a fundraiser or other university event (e.g. scholarship dinner, madrigal dinner, etc.) please request permission via e-mail to the President's office. These will be handled on an individual basis.

5. Responsible Administrator

The Vice President of Finance and Administration, or designee, is responsible for the annual ad hoc review of this policy and its procedures as well as approval of this policy.

6. Forms

Alcoholic Beverage Sales Permit Application (Available in DocuSign)

SOURCE: Adopted by President 1/24/2022 Reviewed 2025.03.31