

**BLACK HILLS STATE UNIVERSITY**  
**Policy & Procedure Manual**

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

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Office: Office of Facility Services

Source: [SDCL Title 35](#); [SDBOR Policy 6:14](#); [SDBOR Policy 4:27](#)

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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*. 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 University President for approval except in the case of events held at the Joy Center. In those cases, The Vice President for University Advancement will review and have final approval for alcohol service and/or sales.
- b. A fully completed *Alcoholic Beverage Sales Permit Application* must be delivered 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 the President's office (or VP for Advancement for events held at the Joy Center). These will be handled on an individual basis.
- f. Any Permit issued for performing arts or student athletic events occurring on Institutional Facilities may be limited to specially designated box seat or loge areas to which access is controlled and limited to such patrons; or allowed in general admission areas, subject to following conditions:
  - i. Beer and wine sales only
  - ii. No attendee under the age of 21 may purchase, consume, or possess alcoholic beverages.
  - iii. A valid ID is required to purchase, consume, or possess alcoholic beverages.
  - iv. Individuals will receive a wristband upon approval of valid ID.
  - v. Limit of two alcoholic beverages may be purchased at one time by an individual bearing a legal ID.
  - vi. No one who is visibly intoxicated may be served, consume, or possess an alcoholic beverage.

- vii. Sale of alcohol may start no sooner than one hour before the scheduled start of the event and must end at least thirty minutes prior to the scheduled end of the event
- viii. The point of sale for alcoholic beverages must be separate and apart from food service general concessions.
- ix. At least one alcohol free zone will be established of comparable viewing to alcohol zones where no alcoholic beverages may be sold, consumed or possessed.
- x. Adequate security personnel will be in place to monitor attendee behavior and ensure compliance with this policy.
- xi. Anyone engaged in the sale or serving of alcoholic beverages shall be trained in the following areas:
  - Recognizing fake IDs and acceptable forms of identification.
  - Preventing service to minors.
  - Signs of intoxication; and
  - Handling disorderly and/or intoxicated customers.
- g. Attendees may be ejected without refund, arrested, or refused sale or possession of alcoholic beverages for any of the following:
  - i. Unruly, disruptive, or illegal behavior.
  - ii. Giving alcoholic beverages to a minor.
  - iii. Intoxication or impairment.
  - iv. Abusive or offensive language or gestures.
  - v. Throwing of any objects.
  - vi. Failure to follow instructions given by event personnel, security, and/or law enforcement; or
  - vii. Any other conduct deemed inappropriate by event personnel, security, and/or law enforcement.
- h. Beer and Wine shall not be taken outside of the main areas of each facility.

## 5. Forms

Alcoholic Beverages Sales Permit Application (Available in DocuSign)

6. Responsible Administrator

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

URCE: Approved by President Laurie Nichols on 1/24/2022; revised on 8/30/2022.