A CHECKLIST OF STEPS TO TAKE TO REDUCE THE RISK OF LIABILITY AT EVENTS AT WHICH ALCOHOLIC BEVERAGES ARE SERVED

Per UPPS 05.03.03, this document contains information to help reduce liability exposure and health risks associated with the consumption of alcoholic beverages.

1. Before the event:
   a. ensure that posters, signs, ads, and other promotions of the event do not suggest alcohol abuse;
   b. ensure that ads promoting the event do not associate alcohol consumption with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery;
   c. ensure that all proper permits and licenses have been obtained and are in effect;
   d. determine and set the hours during which alcoholic beverages will be served;
   e. ensure those who will be serving alcoholic beverages do not serve:
      • intoxicated persons;
      • persons under 21 years of age; and
      • anyone after the stated hours of service.

2. At the event:
   a. serve food in addition to alcoholic beverages;
   b. serve non-alcoholic beverages;
   c. strictly enforce the hours that alcoholic beverages will be served;
   d. when students are present, ensure that an adult supervisor is also present throughout the entire event;
   e. prohibit drinking contests;
   f. do not serve intoxicated persons;
   g. do not serve persons under 21 years of age;
   h. if the event is off campus, arrange for responsible transportation to and from the event; and
   i. follow all university rules relating to alcohol possession and consumption as well as all state laws.