

NMSU ALCOHOL PERMIT GUIDELINES

As provided in Rule 3.05 of the NMSU Administrative Rules and Procedures, members of the University community and/or members of the public wishing to host or otherwise conduct an event involving alcohol on campus or other NMSU property must first obtain the proper approval from the Office of the Chancellor. These guidelines explain the process and the conditions under which that approval will be granted.

In addition to the NMSU Permit, some functions may also require the sponsor to contract with a licensed alcohol caterer who can apply to the state for a Special Dispenser Permit (aka "Picnic License"). The application for that permit takes up to 15 days, and the licensed alcohol caterer will charge a significant sum for this service. By requesting your NMSU alcohol permit early, you can determine whether the Special Dispenser Permit will be required.

The Chancellor has appointed the Director of the School of Hotel, Restaurant and Tourism Manager to chair the Alcohol Review Committee which receives NMSU Alcohol Permit Applications and makes recommendation for approval or denial to the Chancellor.

Licensed Locations

There are seven places on campus that hold a Governmental License, which means they can serve/sell alcohol and the Committee does not need to give approval. Six of these are: 3RD floor of Fulton, the Golf Course, Pan American Center, Aggie Memorial Stadium, Presley Askew Field and the softball field (seating areas only). No alcohol permit or committee approval is needed for events in these locations. Any alcohol to be served or consumed at these locations must be provided through Sodexo (which holds the lease on these licenses). The seventh license holder is the School of Hotel, Restaurant and Tourism Management (HRTM) located in Gerald Thomas Hall. Any alcohol to be served or consumed there must be provided by HRTM and can be served by certified servers from HRTM or Sodexo.

Other Event Locations

All events where alcohol is served must be held in an enclosed space, such as a specific room in a building. If an event is held in parts of a building where the general public would be present during the event hours, or the event is to be held outside, then the area where alcohol will be served and consumed must be cordoned off.

The NMSU Police Department will determine whether and how much security is needed for events where alcohol is to be served. If required, security must be performed by approved guards on the NMSU Police Department list. Regardless of whether security is required, it is the event sponsor's responsibility to ensure that no alcohol leaves the approved alcohol service and consumption area.

Public Events

If an event is open to the public, is advertised or announced to the general public or to a large group that is not specifically identified by name, involves a “cash bar,” charges an admission fee, and/or does not have a limited invite list and restricted access, then a “special dispenser permit” is required. **This means the event sponsor must contract with an alcohol license holder, from the County, to acquire a state issued permit and to serve and/or sell the alcohol on campus.** (By law, license holders in the city are not allowed to come on the NMSU main campus, as it is considered to be in the County. For other campuses and locations in the NMSU system, circumstances and requirements will vary by location.) Contracting with the license holder and obtaining the permit will result in significant extra charges and may take an extra 15 days after the NMSU approval to complete the process.

Private Events

If an event is a “private party” then no special dispenser permit is required, however, the sponsor must still use certified servers to provide the alcohol. A “private party” is an event with a limited invite list, is not advertised to the general public, and there is no charge for admission. For a private party in which alcohol will be served, the sponsor must have a guest list at the door and someone to check and ensure that only authorized guests are allowed admission. (Invitations which allow invited individuals to bring a guest are permitted as long as limited to one guest.) A copy of the invitation list must be sent to the Alcohol Review Committee chair at least 1 day before the event.

Application Process - for All Events in Non-Licensed Locations

To ensure timely review, any group wanting to serve alcohol on campus must complete an application and submit it to the alcohol review committee chair. Applications for events which are may be considered “public” should be submitted no less than 30 days in advance. Other applications should be submitted no less than 15 days prior to the event. Sponsors are advised that no announcements or marketing for the event may be done, and no tickets may be sold for any event involving alcohol prior to receiving the NMSU alcohol permit approval.

The application should be filled out by the event planner for the sponsor but must be signed by the administrator (Dean or VP level or higher) responsible for the event. The chair of the alcohol review committee will ensure the application is filled out properly and submit it to the committee, via e-mail, for approval or disapproval. There will be space available on the e-mail for questions or concerns. If there is a question, members may reserve their vote until the question has been answered.

Upon approval of a majority of the committee, and with the approval of the committee chair, the application will be sent to the NMSU Police Department. The Police Department will decide whether and how much security must be present at the event. The application is then sent to the President’s Office for final approval. The applicant will be notified of this decision by email.

Once the application has been approved, no changes can be made relating to the event specifics noted in the application without the advance approval of the Alcohol Review

Committee Chair. The Chair may, in her discretion, require the filing of a new application reflecting the changed event circumstances.

Certified Servers

All events, public or private, hosted or cash bar, by law, require certified servers, generally provided by the holder of the license or sponsor of the event. Campus Dining (Sodexo) has certified servers. HRTM does not provide servers for events, other than those held in Gerald Thomas Hall under its license.

Minors

Event sponsors must provide information as to the attendance, if any, of students, under 21 years old and/or minors. If minors will be in attendance (whether as guests or as part of any type of event performance or presentation) or the event will be held in a building during hours when students may be present, then alcohol may be served only to those attendees who show proof of age and have been wrist-banded as evidence that the attendee is age 21 or older.

Summary of Event Sponsor Responsibilities

The event sponsor is responsible for:

- Completing the alcohol application process in a timely manner.
- Informing the alcohol committee chair and Police Department if there are substantial changes to the event (for example, location, number of guests, type of alcohol service).
- Hiring a licensed alcohol dispenser (if necessary)
- Ensuring that all alcohol is served by certified servers.
- Providing an accurate guest list and checking admission for private events.
- Ensuring that alcohol is served and consumed only in approved areas.
- Paying for all charges related to the event, including, but not limited to: the cost of food and beverages, labor charges for the certified servers of alcohol, any ropes, stanchions, fencing, etc. needed to cordon off the area where alcohol is being served, and security required and provided by the NMSU Police department.