

## **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.