

## ALCOHOL SERVICE PERMIT PROCESS FREQUENTLY ASKED QUESTIONS

- Where can I find the SDSU policies an of Alcohol University Property Policy (6:4).-r44)4B2ty

- Agricultural Heritage Museum
- Designated hospitality areas in Frost Arena
- Club 71 and Coughlin Alumni Lounge

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of Alcoholic Beverages and a Permit and License are required. Does this also apply to third party events that are non-sale alcohol events?

Yes. Any event in which alcohol is served, must following either the **SDSU Sale of Alcohol on University Property Policy (6:4)** or **Drug Free Environment Policy(4:7)**.

- **Does a ticketed event require a Permit?**

Yes. A ticketed event requires a Permit to sell alcohol. If the ticket is sold, the ticketed event also requires a License to Sell Alcohol issued by the City of Brookings, which is obtained by Sodexo.

- **Who is responsible for requesting a license to sell and serve beer and wine?**

Once the Alcoholic Beverage Sales Permit Application is routed and finally approved, a copy is sent to SDSU's food service vendor, Sodexo. Sodexo is responsible for working with the City of Brookings to obtain the required License to sell and serve the Alcoholic Beverage.

- **Who is the holder of the license? Who can serve?**

The holder of the License to sell Alcoholic Beverages is Sodexo, and they are the only entity whose

Sale: Alcoholic Beverage Sales Permit Applications must begin routing through DocuSign at least forty-five (45) business days in advance of the proposed event.

- **What is the permit process?**

When an individual or group would like to request approval to serve or sell Alcoholic Beverages on SDSU campus, they must make the request as part of the Facility Reservation Process. This begins with reservation of the facility. Approvals on the Alcoholic Beverage Non-Sale/Sale Permit Application are gathered through DocuSign.

Applicants will complete the Non-Sale/Sale Permit Application linked in the respective University Policy and also linked herein.

- [Non-Sale Permit Application](#)
- [Sale Permit Application](#)

The completed Alcoholic Beverage Non-Sale/Sale Permit Application and all required documents, including a facility reservation or facility use agreement, security plans, and any other requested information, will be routed through DocuSign for review by the related unit, Facilities & Services, Safety & Security, Sodexo, and the Office of the President.

The President, or designee, may request additional information to inform the President's decision on whether to approve or deny the application.

Once the Application has fully routed to all approvers, the applicant will receive a completed copy indicating whether the permit was approved or

disapproved. The President, or designee, will indicate a reason for the disapproval if denied.

- **What is a facility use agreement?**

A facility use agreement is an agreement between the user and SDSU for the use of a SDSU facility. It will state the terms and conditions concerning the use of the facility being used. Selected facilities may have their own facility use agreement. If such a document does not exist then the SDSU Special Activity Authorization Request Form ("SAARF") may be adapted for use at any location on campus. Contact Central Reservations in the University Student Union for more information on the SAARF.

- **Who is responsible for initiating the Application for Alcoholic Beverage Non-Sales/ Sales Permit?**

The facility manager who is working directly with the group or individuals wishing to obtain authorization for the service, sales, possession or consumption of beer or wine on SDSU property.

- **What if my permit is denied?**

wine should be made with Sodexo personnel as part of scheduling the

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and the required additional insureds.

The insurance must list the Permit holder, the