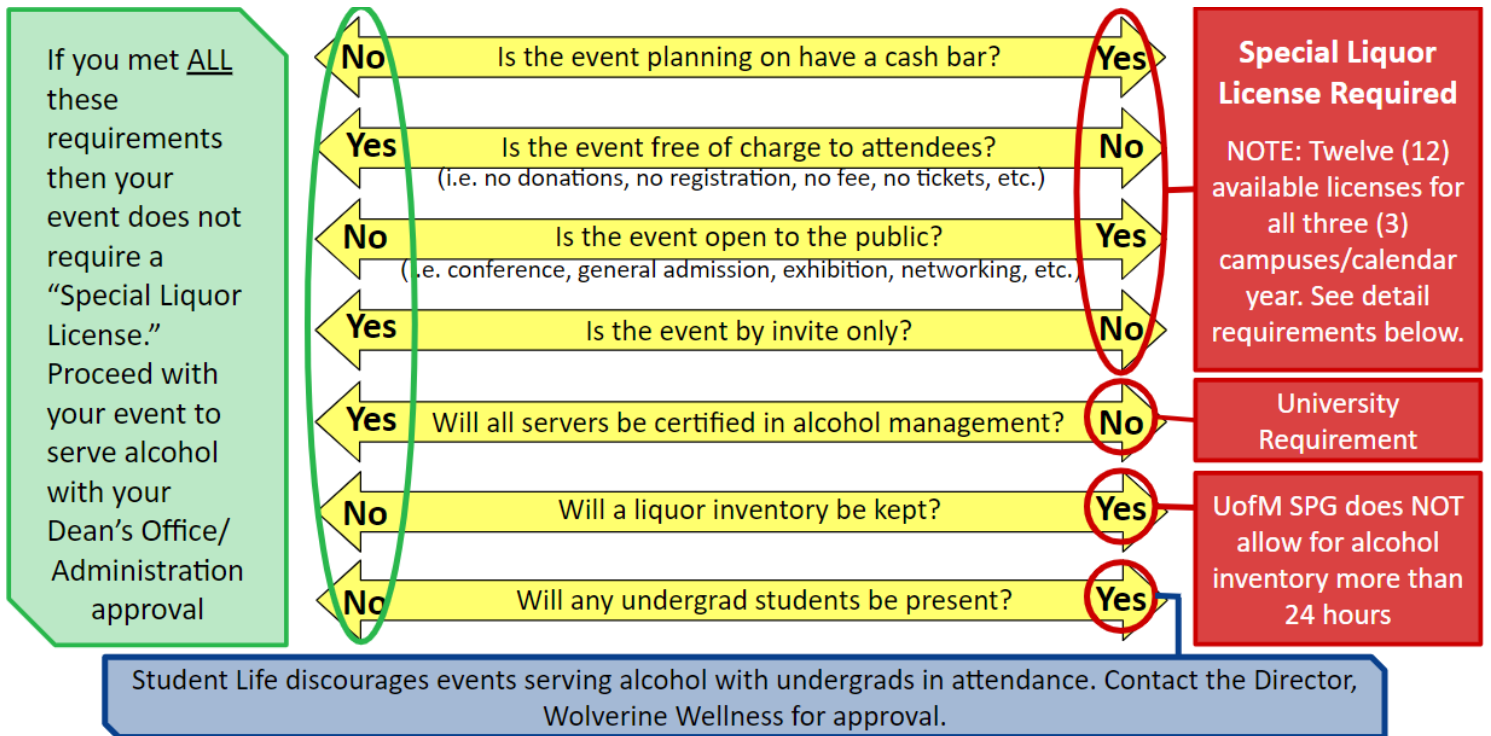


The Associate Vice President for Facilities and Operations (AVPFO) is delegated authority to review and approve or deny requests for liquor service on university property outside of a licensed facility. University units are encouraged to utilize licensed facilities for their events at which alcohol is served. There are five (5) licensed facilities on the Ann Arbor campus: [Michigan League](#), [Michigan Union](#), [Pierpont Commons](#), [Ross School of Business Executive Residence](#), and [UM Golf Course Postma Family Clubhouse](#). Flint Campus: [Riverfront Conference Center](#).

**Non-licensed University Facilities and Property**

- The preferred method to serve alcoholic beverages on University property is to do so in a licensed facility.
- All university contracts (for use of a University facility) should require that alcohol laws/policies/guidelines are complied with:
  - State of Michigan Liquor Control Commission
  - [Office of the General Counsel FAQs](#)
  - [Standard Practice Guide](#)
- Units are strongly discouraged from holding events that involve alcohol in teaching and research buildings.
- **Alcohol is not permitted at outdoor events**

If holding an event at an indoor non-licensed facility with alcohol, a special liquor license from the State Liquor Control Commission may be required. In addition, there may be special liability insurance required. To determine if your event legally requires a State of Michigan Liquor Control Commission “special liquor license” see chart below:



For clarifying questions, contact [UMAlcoholRequests@umich.edu](mailto:UMAlcoholRequests@umich.edu)

## **To Request a Liquor License**

### **University of Michigan**

To request one (1) of the twelve (12) yearly University liquor licenses, a written request by your Dean or Executive Officer describing the activity is required. The following details must be included:

- Location of the activity/event
- Date
- Time (start and end time)
- University impact and business reason for the event
- Estimated amount of attendees
- Request due to the [UMAlcoholRequests@umich.edu](mailto:UMAlcoholRequests@umich.edu) by November 1<sup>st</sup> for the following calendar year.

For more information, please contact the AVPFO Office at [UMAlcoholRequests@umich.edu](mailto:UMAlcoholRequests@umich.edu) or call 810-772-8805.

### **Non-University Organizations**

If a non-University group rents/utilizes a non-licensed University facility for an event at which alcohol will be served, it must provide to the AVPFO, 30 days in advance of the event, the following,

- Proof of liquor liability insurance in an amount determined by the [University's Risk Management Office](#) and Regents of the University of Michigan must be named as additional insured.
- In addition, the group must determine if a special license is required. This is a decision for the group to make with its legal counsel and the University of Michigan using the chart above.

If a special liquor license is needed contact the AVPFO Office at [UMAlcoholRequests@umich.edu](mailto:UMAlcoholRequests@umich.edu).

Hosting or serving at an event where alcohol is served also may have personal liability -- not just the University.

For questions, email [UMAlcoholRequests@umich.edu](mailto:UMAlcoholRequests@umich.edu) or call 810-772-8805, and/or reference [General Counsel's FAQ](#) web page and [Standard Practice Guide](#).