

# MICHIGAN STATE UNIVERSITY

December 6, 2023

To: CORE  
Deans, Directors, and Chairs

From: Stefan Fletcher, Secretary and Chief of Staff to the Board of Trustees

Subject: Alcohol on Campus and Guidelines for Exceptions to [Ordinance 21.00](#)

Michigan State University Ordinance 21.00, Alcoholic Beverages, generally prohibits the consumption and possession of alcohol on lands and in buildings governed by the Michigan State University Board of Trustees. The Board has granted the Secretary and Chief of Staff to the Board of Trustees (“Secretary”) the authority to grant exceptions to Ordinance 21.00 and to administer liquor licenses obtained by the Board of Trustees.

The following guidelines are in place to aid the campus community in understanding where, when, and how alcohol may be consumed and the circumstances for which the Secretary may grant exceptions to Ordinance 21.00. The guidelines have been revised to include updated information related to the sale of alcohol at certain athletic facilities. Other technical revisions have been made for clarity and comprehensiveness.



## Secretary of the Board of Trustees

Hannah Administration Building  
426 Auditorium Road, Room 450  
East Lansing, MI 48824

517-353-4647  
Fax: 517-355-4670  
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Attached is information related to exceptions for Ordinance 21.00:

- Guidelines for Exceptions to Ordinance 21.00
- Appendix A: Alcoholic Beverages Exception Request Form (submit 8 weeks prior to the event)
- Appendix B: Use and Time Guidelines for Hosted Bars
- Appendix C: Licensed Facilities

MSU’s liquor license requirements and MLCC regulations require that any alcohol at professionally catered events must be purchased directly from Kellogg Catering, except as explicitly provided otherwise in the Ordinance and Guidelines. No other MSU department or external caterer may buy, sell, or serve alcoholic beverages on campus.

Thank you in advance for your cooperation.

## Guidelines for Exceptions to Ordinance 21.00

Michigan State University Ordinance 21.00, Alcoholic Beverages, generally prohibits the consumption and possession of alcohol on lands and in buildings governed by the Michigan State University Board of Trustees. The Board has granted the Secretary and Chief of Staff to the Board of Trustees (“Secretary”) the authority to grant exceptions to Ordinance 21.00 and to administer liquor licenses obtained by the Board of Trustees. The Secretary has established the following guidelines to aid the campus community in understanding where, when and how alcohol may be consumed and the circumstances for which the Secretary may grant exceptions to Ordinance 21.00.

### The Ordinance

Ordinance 21.00 reads as follows:

#### **21.00 ALCOHOLIC BEVERAGES**

##### **21.01 Use or possession permitted**

##### **21.02 Use or possession prohibited\***

##### **21.03 Open Containers prohibited**

##### **21.04 Exceptions**

- .01** The use or possession of alcoholic beverages, including beer and wine, subject to state law, is permissible in housing facilities (rooms, suites, and apartments) assigned by Michigan State University.
- .02** The consumption and possession of alcoholic beverages is prohibited in classrooms, lecture halls, laboratories, the libraries, and the chapel.
- .03** The possession of open or uncapped containers of alcoholic beverages and the consumption of alcoholic beverages is prohibited in all public areas of lands governed by the Michigan State University Board of Trustees and in all public areas of campus buildings, except with respect to locations, events, or occasions for which the Secretary of the Board of Trustees has approved, in writing, an exception to this prohibition.
- .04** Exceptions to this ordinance and the administration of licenses held by the Board will be made pursuant to guidelines approved by the Secretary of the Board of Trustees.

**Enacted:** September 15, 1964

**Amended:** April 17, 1970  
December 10, 1994  
April 14, 1995  
November 14, 2003  
February 11, 2005  
September 16, 2005  
April 22, 2014  
August 16, 2023

\*Denotes Civil Infraction

**I) Events at Which Alcohol will be Provided Without Charge**

From time to time, units may wish to provide alcohol at no charge as part of an event or reception. This is called a “hosted bar.” By way of example, at many weddings, the hosts pay the venue for all alcohol consumed, which was provided by the venue at a bar at no charge to the guests in attendance. Other examples might include, among others, a reception following a guest lecture or a donor or alumni event before an on-campus musical or theatre performance.

**A. *If alcohol is available through a hosted bar, the following rules apply.***

1. The requestor must first complete and submit to the Secretary of the Board of Trustees the Alcoholic Beverages – Exception Request Form (“Exception Form”) at least eight (8) weeks prior to the event. This exception allows units to purchase and provide alcohol at no charge so long as the following conditions are met:
  - a. The primary purpose of the event is something other than the availability of alcohol and alcohol is not used as an inducement to participate in the event.
  - b. The event will be held in a manner that is consistent with the standards of conduct appropriate for an academic community.
  - c. The event will take place in a building, space, or area that falls within appropriate use and time guidelines. These guidelines can be found in Appendix B.
  - d. Appropriate precautions will be enforced to prevent underage drinking and other violations of law or University policy.
  - e. The majority of the participants at the event will be of legal drinking age.
  - f. The event will not result in the disruption of scheduled educational or extracurricular activities.

**B. An Alcohol Beverages Exceptions Request Form is not required when all of the following conditions are met:**

1. The alcohol is served in one of the facilities for which the Board holds an active license, as listed in Appendix C.
2. The alcohol is served by Kellogg Catering.
3. Minors will not be in attendance at the event.

**Additional Information and Interpretation**

At receptions or meals that are part of a conference for which an attendee has paid a fee, all alcohol served is considered to be included within the cost of the conference and therefore is not provided at no charge and this is not a hosted bar. This is true even if the organizers can show that separate funds were used to purchase the alcohol.

II) **Sale of Alcohol at a Licensed Facility**

It is permissible to sell alcohol (and the Secretary will suspend enforcement of Ordinance 21.00) at licensed locations. These places, called Licensed Facilities, are listed in Appendix C. The Board of Trustees of Michigan State University maintains licensure through the Michigan Liquor Control Commission for alcohol sales in these locations.

- A. Kellogg Catering is responsible for all alcohol sales and services, for events taking place at licensed locations within designated areas at the Kellogg Hotel and Conference Center, the MSU Auditorium and Fairchild Theatre, the MSU Student Union, the Wharton Center, the Broad Art Museum, and the Spartan Stadium Tower. Rhonda Bucholtz with Kellogg Catering can be contacted at [rbucholtz@msu.edu](mailto:rbucholtz@msu.edu) or 517-432-7071.
- B. The following is contact information for events taking place at several other licensed facilities:

Broad Art Museum

- Clarice Sheedlo – Engagement Coordinator
  - 517-884-4815
  - [sheedloc@msu.edu](mailto:sheedloc@msu.edu)

Wharton Center for the Performing Arts

- Cody Manthei – Events Services Manager
  - 517-884-2374
  - [Cody.manthei@whartoncenter.com](mailto:Cody.manthei@whartoncenter.com)

Breslin Student Events Center

- Mallory Shenfield, Sales Manager
  - 517-432-1989
  - [kunkelm2@msu.edu](mailto:kunkelm2@msu.edu)

Forest Akers

- Jason Edick, Operations Manager
  - 517-355-1636
  - [edickjas@msu.edu](mailto:edickjas@msu.edu)

James B. Henry Center for Executive Development

- Michelle Manas, Event Manager
  - 517-353-5685
  - [manas@broad.msu.edu](mailto:manas@broad.msu.edu)
- Nick Wujcik, Event Manager
  - 517-353-5683
  - [wujcikni@broad.msu.edu](mailto:wujcikni@broad.msu.edu)

Kellogg Biological Center

- Nicole Kokx, Event Coordinator
  - 269-671-2160
  - [blanch46@kbs.msu.edu](mailto:blanch46@kbs.msu.edu)

MSU Auditorium & Fairchild Theatre

- Lisa Walton, Director of Special Events
  - 517-353-3844
  - [wiltonlk@msu.edu](mailto:wiltonlk@msu.edu)
- Nick Raffaele, Operations Manager
  - 517-353-5711
  - [raffael2@msu.edu](mailto:raffael2@msu.edu)

MSU Management Education Center

- Brooke Johns, Conference and Event Manager
  - 248-879-2461
  - [colliver@msu.edu](mailto:colliver@msu.edu)
- Lisa Keaser, Conference and Event Manager
  - 248-879-2460
  - [keaser@msu.edu](mailto:keaser@msu.edu)

MSU Student Union

- Amy Williams, Catering and Sales Coordinator
  - 517-355-3464
  - [will1760@msu.edu](mailto:will1760@msu.edu)

**III) Sale of Alcohol other than at a Licensed Facility**

On rare occasion, it may be appropriate to request to sell alcohol at a location that is not already licensed for that purpose. If a unit wishes to sell alcohol at a location that is not listed as a licensed facility in Appendix C, a Special License is required and the following rules apply:

**A. *If alcohol is sold through a ticketed event or a cash bar, the following rules apply:***

1. Definitions.
  - a. A ticketed event is an event where the attendee purchases a ticket or makes a donation that allows the attendee access to food and/or drinks, including alcohol, at no additional charge. Examples of ticketed events might include dinners or receptions that are part of a larger conference or fundraising events where the attendee purchases a ticket to attend.
  - b. A cash bar exists when attendees purchase drink tickets or purchase a drink at the bar.
2. The requestor must first complete and submit to the Secretary of the Board of Trustees the Alcoholic Beverages – Exception Request Form (“Exception Form”) at least eight (8) weeks prior to the event.

3. If the event is approved by the Secretary, the requestor will need to complete and submit a Special License (One-Day Liquor Permit subject to approval) to the Michigan Liquor Control Commission (MLCC) for consideration. If the event is approved by MLCC, the requestor must contact Kellogg Catering at 517-432-7071 to arrange for alcohol sales and service a minimum of 4 weeks prior to the event. For additional information on Special License/One-Day Permits, see below “Additional Information and Interpretation” section.

#### **Additional Information and Interpretation for Special Licenses**

A Special License/One-Day Permit is a temporary license that MSU can seek from the Michigan Liquor Control Commission (MLCC) that authorizes MSU to sell alcohol in a non-licensed space for a single event. The Commission’s Special License/One-Day Permit form requires a resolution from the Board of Trustees of Michigan State University, the signatures of the University President, the Secretary of the Board of Trustees and the Chief of Police, and the approval of the MLCC, so the lead-time for this process is significant.

Please note that the University can request no more than twelve (12) special licenses in any calendar year. As a result, these licenses are typically only utilized for large-scale development functions and are generally not available for other uses. Individuals that wish to explore the use of a special license/one-day permit are encouraged to contact the Office of the Secretary of the Board of Trustees as early in the planning process as possible and a minimum of twelve (12) weeks prior to the event.

Occasionally, external not-for-profit entities will seek permission to utilize one of that entity’s special licenses to sell alcohol on-campus. This practice is typically not permitted. Individuals that wish to explore the use of a special license obtained by a not-for-profit entity other than MSU are encouraged to contact the Office of the Secretary of the Board of Trustees as early in the planning process as possible.

#### **IV) Consumption of Alcohol within the University Curriculum**

Several University classes allow, as a part of the course curriculum, the consumption of alcohol. Faculty teaching those courses must abide by the following rules:

- A. Before the course is offered for the first time, the consumption of alcohol as part of the course curriculum must be approved in writing by the Associate Provost for Academic Services, Enrollment Management, and Academic Initiatives. A copy of the approval will be sent to the Secretary of the Board of Trustees.
- B. When the course is offered, the instructor of record will:
  1. Alert the Secretary of the Board of Trustees of those class days on which it is expected that alcohol will be tasted at the beginning of the semester.
  2. Ensure that consumption of alcohol is restricted to individuals of legal drinking age.
  3. Ensure that all students consuming alcohol have available proof that they are of legal drinking age by providing a valid state-issued driver’s license, or a state identification card, or a valid passport.
- C. The Office of the Provost and the MSU Police Department will be notified of the dates on which alcohol will be served and reserve the right to provide on-site oversight to ensure that all rules are being followed. For licensed facilities, alcohol must be purchased through the license for that facility.

**V) Home Football Game Days - Possession and Consumption in Public Areas**

On home football game days, certain rules are suspended and in some cases exceptions are made to the above rules.

- A. Enforcement of Ordinance 21.03 will be suspended on all public lands of campus bounded by Grand River Avenue, Hagadorn Road, Mount Hope Road, Harrison Road, and Michigan Avenue on home football game days. The possession and consumption of alcohol in exterior spaces within these boundaries are allowed, subject to the restrictions herein and in Appendix B.
- B. The only alcohol allowed in the stadium is that which is sold inside the stadium. Alcohol may not be carried into the stadium and no alcohol is permitted in the pedestrian areas and ticket queuing areas immediately adjacent to Spartan Stadium.
- C. The general hours for tailgating are listed in Appendix B but may be altered on special occasions or if gametime changes.
- D. Enforcement of Ordinance 21.03 will **not** be suspended for public areas of campus buildings (meaning, all interior spaces) on home football game days unless the Secretary has granted an exception.

**VI) Home Football Game Days - Service of Alcohol at Hosted Bar**

For tailgates where alcohol is served, an organization or unit may host an event during home football game days as long as guests are not required to purchase a ticket, or make a donation to attend. It is permissible to use a caterer other than Kellogg Catering to serve your guests at a hosted bar. For a person wishing to use an external caterer, the following rules apply:

- A. The requestor must first complete and submit the Alcoholic Beverages – Exception Request Form (“Exception Form”) to the Secretary of the Board of Trustees at least 8 weeks prior to event.
- B. If the event is approved by the Secretary, the requestor must contact Kellogg Catering to obtain a list of external caterers that have been approved by Kellogg Catering to serve alcohol on-campus.
- C. External Caterers must follow these rules:
  - 1. External caterers can only serve alcohol using a hosted bar. A hosted bar exists when the hosting entity provides alcohol at a bar free of charge to attendees. By way of example, at many weddings, the hosts pay the venue for all alcohol consumed, which was provided by the venue at a bar at no charge to the guests in attendance.
  - 2. External caterers cannot serve alcohol in the Licensed Facilities listed in Appendix C.
  - 3. An external caterer must:
    - Provide a copy of their catering permit upon request.
    - Display a copy of their bar permit at all times during the event.
    - Utilize certified and licensed bartenders. Bartenders must carry their current certification (TIPS, TAM, or other serve safe course) when serving alcohol on-campus.

4. Alcohol may only be served by the caterer's staff.

**VII) Common Sources**

- No kegs or other common source containers are allowed on-campus other than for use by licensed facilities.

**Off-Campus Properties**

Ordinance 21.00 applies to all land and property governed by the Michigan State University Board of Trustees. These guidelines should be broadly interpreted to include all land and property governed by the Board, regardless of location. Likewise, the word "campus", when used in these guidelines, should be construed broadly to include off-campus locations as appropriate.

**Further Information**

Any questions regarding Ordinance 21.00 or these guidelines should be directed to the Office of the Secretary of the Board of Trustees.

Telephone: (517) 355-6560  
Email: trustees@msu.edu

Guidelines approved by the Secretary and Chief of Staff to the Board of Trustees effective November 21, 2023.



## Appendix A: Alcoholic Beverages Exception Request Form, MSU Ordinance 21.00

Refer to the Guidelines for Exceptions to Ordinance 21.00 for a complete list of Alcohol policies and procedures.

|  |  |
|--|--|
| <b>Responsible Party<br/>(Chair/Director level or above):</b>                          |  |
| <b>Department name:</b>  |  |
| <b>Form completed by:</b>  |  |
| <b>Phone number:</b>   |  |
| <b>Address:</b>  |  |
| <b>Event Location, including room<br/>name/number:</b>                                 |  |
| <b>Event Date:</b>   |  |
| <b>Event Starting/Ending Time:</b>   |  |
| <b>Alcohol Service Starting/Ending Time<br/>(if different than that of the event):</b> |  |
| <b>Estimated Attendance:</b>   |  |
| <b>What type of alcohol will be served?<br/>(Beer, wine, liquor):</b>                  |  |

- A. Will you serve alcohol with a licensed bartender?  Yes  No
- B. Will you charge admission to the event?  Yes  No
- C. Will you sell drink tickets or have a cash bar?  Yes  No
- D. Will undergraduate students be attending the event?  Yes  No

If you checked yes for B or C, how will the monies be used?

Describe how you will prevent non-attendees from entering your event:

Describe how you will determine whether attendees are of legal drinking age:

**Signature of Responsible Party:** By signing below, I certify that I am authorized to act on behalf of the Department/Company/Group and accept responsibility for the event.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Leave Blank for Board of Trustees Office Review:**

- Action:  Approved  
 Approved with Conditions \_\_\_\_\_  
 Denied

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit form a minimum of eight (8) weeks prior to your event to:** trustees@msu.edu or  
The Board of Trustees, 426 Auditorium Rd., Room 450 Hannah Administration Building, East Lansing, MI 48824

### **Appendix B: Use and Time Guidelines for Hosted Bars**

The chart below provides general criteria, time, and usage restrictions for the various types of space available for alcohol service. If any service is desired outside the listed times, a special request must be made.

| Event Location   | Permissible Times  | Conditions  |
|--|--|---|
| Academic Buildings, including: <ul style="list-style-type: none"> <li>• Classrooms</li> <li>• Lecture Halls</li> <li>• Laboratories</li> <li>• Libraries</li> <li>• Alumni Chapel</li> </ul> | None   | Not applicable  |
| Academic Buildings (spaces other than those above)   | Monday-Friday: 5pm – 9pm<br>Saturday-Sunday: 12pm – 7pm            | No undergraduates<br>Beer and wine only   |
| Non-Academic Buildings   | Monday-Friday: 5pm – 9pm<br>Saturday-Sunday: 12pm – 9pm            | Age 21 and older<br>Beer and wine only  |
| Athletic Facilities:   |  |   |
| Stadium  | As approved by Secretary   | Not during events at which alcohol sales are conducted under the venue license  |
| Stadium Tower  | As approved by Secretary   |   |
| Breslin Arena/Suites   | As approved by Secretary   | Not during events at which alcohol sales are conducted under the venue license  |
| Breslin – Other Areas  | Monday-Friday: 5pm – 9pm<br>Saturday-Sunday: 12pm – 9pm            | Beer and wine only<br>Not during events at which alcohol sales are conducted under the venue license                      |
| Munn Ice Arena   | As approved by Secretary   | Not during events at which alcohol sales are conducted under the venue license  |
| Other Athletic Facilities  | Monday-Friday: 5pm – 9pm<br>Saturday-Sunday: 12pm – 9pm            | No undergraduates<br>Beer and wine only<br>Not during events at which alcohol sales are conducted under the venue license |
| Tailgating (home football only)  | Five (5) hours before the event<br>Three (3) hours after the event | Age 21 and older  |
| Outdoor Receptions   | Monday-Friday: 5pm – 11:30pm<br>Saturday-Sunday: 12pm – 11:30pm    | Age 21 and older  |

## Appendix C: Licensed Facilities

The following areas are licensed by the Michigan Liquor Control Commission to the Board of Trustees of Michigan State University to sell alcohol and are approved by the Secretary of the Board of Trustees for that purpose.

- A. Kellogg Center. This license covers multiple locations on campus.
- Breslin Student Events Center
    - Ground level – arena floor, lobby outside men’s locker room, room 26
    - Mezzanine level – meeting rooms a, b, c, d, north and south auxiliary gyms
    - Street level – concourse, hall of history, recruit lounge
  - Clifton and Delores Wharton Center for the Performing Arts
    - Floor one (1) – Wolfram Green Room, Pasant Stage, Great Hall Stage
    - Floor two (2) – Grand Foyer, Jackson Lounge, Christman Lounge, Christman Lobby
    - Floor three (3) – Rehearsal Studio, Stoddard Grand Tier, Studio 380
  - Eli and Edythe Broad Museum of Contemporary Art
    - First-floor education wing and adjacent outdoor patio space
    - Main gallery
  - Kellogg Hotel and Conference Center
    - Hotel and Conference Center
    - East patio
  - MSU Auditorium and Fairchild Theatre
    - The stage
    - Rooms 118, 120, 124, and 144
  - MSU Student Union
    - Floor two (2) – MSU Ballroom, sun porch
    - Floor three (3) – Lake Huron, Lake Michigan, Lake Erie, Lake Ontario, Lake Superior and MSU Room
  - Spartan Way (the Spartan Stadium Tower)
    - Floor four (4)
    - Floor seven (7) – suites and elevator lobby
    - Floor eight (8) – Athletic Director suite, Visiting Athletic Director suite, Head Coach suite, Sports Marketing suite, Governmental Affairs suite, north and south hospitality lobbies, elevator landing
- B. Forest Akers East Golf Course
- Clubhouse
  - Snack shop
  - Banquet Center
- C. Forest Akers West Golf Course

- Snack shop
  - Banquet Center
  - Banquet Room
- D. MSU Management Education Center
- E. James B. Henry Center for Executive Development
- F. Kellogg Biological Station
- G. Spartan Stadium
- Up to 11 fixed locations.
  - Products in cans only, with no more than two beverages purchased at one time.
  - Sales begin 60 minutes prior to kickoff and end at the 10-minute mark of the third quarter.
- H. Breslin Center
- Up to 8 fixed locations.
  - Sales begin when gates open and end at the start of the second half.
- I. Munn Ice Arena
- Up to 2 fixed locations.
  - Sales begin when gates open and end at the start of the third period.