



# UNIVERSITY of ALASKA ANCHORAGE

## **Request for Serving Beer/Wine**

Recognized Student Clubs or Greek Organizations wishing to have beer or wine available for distribution at a private event must obtain the official UAA Beer/Wine Distribution Permit. Permits are granted through an application process and require the approval from the Dean of Students and Vice Chancellor for Student Affairs or University Chancellor.

The following pieces of information and documents must be submitted with the attached application in order for a club or organization's request to be considered:

1. Example of event bracelet, stamp, or other system being utilized to identify guests
  - a. Example must be accompanied by a description of how bracelet, stamp, or other system will allow alcohol servers to distinguish guests who are 21 years or older
  - b. If bracelet, stamp, or other system will be used to track amount of drinks consumed please include this information in the description
2. Example of drink tickets
  - a. Drink tickets must be accompanied by a description of how tickets will be distributed to guests and collected by servers
3. A map or layout of the room/space where your event will take place. This map must identify
  - a. Main or primary entrance that will be accessed by guests, equipped with an ID check station
  - b. Location of bar/alcohol distribution site
  - c. Location of business, security, or club or organization members 21 years or older who are responsible for checking IDs at the bar/alcohol distribution site
  - d. Location of security officers (if required)
  - e. Location of food or serving area
  - f. Additional event-related items (i.e. DJ or band stage, dance floor, VIP area)
4. Menu or description of food items being offered during event
5. Copy or original invitation that will/has been sent to guests
6. Guest List – if your event is being hosted on the UAA campus only
7. List of club or organization members over 21 years old who will be in attendance at the event

**Complete applications must be submitted to the Student Clubs and Greek Life Office 4 weeks prior to the event date. Please carefully review the attached application for further details regarding UAA's Alcohol Policy and regulations for distributing beer/wine during an official event. Contact the Student Clubs and Greek Life Office at 786-1385 or via e-mail at [aygetinvolved@uaa.alaska.edu](mailto:aygetinvolved@uaa.alaska.edu) for further information.**

## UNIVERSITY OF ALASKA ANCHORAGE REQUEST FOR SERVING BEER/WINE

Applicant Name: \_\_\_\_\_ Phone : \_\_\_\_\_ FAX: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Name of group: \_\_\_\_\_ Date of event: \_\_\_\_\_ Age range: \_\_\_\_\_

Type of event: \_\_\_\_\_ Number of attendees: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Location of event: \_\_\_\_\_

Description of non-alcoholic beverages and food to be served: \_\_\_\_\_

List quantity by container type and describe alcoholic beverages and estimated cost: \$ \_\_\_\_\_

Beer [yes] [no] Quantity: \_\_\_\_\_ Size: \_\_\_\_\_ Container type: \_\_\_\_\_

Wine [yes] [no] Quantity: \_\_\_\_\_ Size: \_\_\_\_\_ Container type: \_\_\_\_\_

Provide name and UAA affiliation of University representative who will be present at the event and monitoring the service of alcohol:

Name of individual who will monitor the age & quantity of alcohol being served to each participant: \_\_\_\_\_

What methods will be used to monitor the quantity of alcohol being served, i.e., drink tickets? \_\_\_\_\_

### UNIVERSITY OF ALASKA ANCHORAGE ALCOHOL POLICY

The University and Student Affairs promote the education of the whole student. The University is concerned about ways in which alcohol use and abuse may affect the primary academic mission of the institution, its overall atmosphere and the personal well-being University community members. The University has the duty to exercise the degree of care that a reasonable person would to ensure that private and public events are conducted in accordance with state law. Whether or not a person drinks alcoholic beverages is a personal decision, but individuals are held personally accountable for their actions.

The primary objectives of UAA's policies and procedures on alcoholic beverages are: to promote responsible behavior and attitudes among all members of the University community; to educate the university community concerning the use and effects of alcoholic beverages in order to promote responsible decision-making; and help individuals experiencing difficulties associated with the use of alcohol.

The UAA Chancellor or the Vice Chancellor for Student Affairs has the authority to approve events where alcoholic beverages may be served to individuals of legal age with positive identification. Approval to serve alcoholic beverages will be granted on designated premises for private University-sanctioned events for a limited period of time. The sale of alcoholic beverages at University-sanctioned events on campus is not permissible and may not be approved by the Chancellor. Personal consumption, possession, or display of beer, wine or other alcoholic beverages is prohibited in University public places. The possession of kegs and other large quantities of alcoholic beverages will only be allowed by special permission of the Chancellor.

Any person who exhibits offensive behavior, misconduct, excessive noise and/or creates a public disturbance on property owned or supervised by the University will be subject to disciplinary and/or legal action. UAA students may refer to the UAA Student Code of Conduct in the UAA *Fact Finder* student handbook.

### UAA PROCEDURES FOR REQUESTING BEER/WINE SERVICE

Beer and wine are the only type of alcoholic beverages permit by UAA. The following procedure is for all beer/wine service requests.

1. Complete the request form and obtain appropriate signatures and approvals in advance of the event, with at least 5 working days requested to ensure sufficient time for full review by appropriate approving authorities;
2. Route the completed form to the UAA Office of Student Affairs (University Center 105 B) or FAX 786-6109.
3. The Vice Chancellor for Student Affairs will review and take action on the request and notify the applicant of the decision.
4. The Office of Student Affairs will forward approved requests to the Chancellor if alcoholic beverages and/or funding are requested from the Chancellor. A representative from the Chancellor's Office will notify the applicant and the Vice Chancellor for Student Affairs if the Chancellor approves the request for beverages and/or funding.
5. All reviewed requests will be returned to the applicants. Copies of approved requests will also be sent to the Facilities Scheduling Coordinator, University Police Chief, appropriate Building Manager, Club Advisor and/or Student Leadership Staff (if applicable).
6. The organizer of the event must have the approved *UAA Request for Serving Beer/Wine* on hand at the event.

effective 7/08

**UAA PROCEDURES FOR SERVING BEER/WINE (cont.)**

UAA's Alcohol Policy requires advance university approval and compliance with the following procedures for all on-campus and off-campus University sponsored, affiliated, or hosted events where alcoholic beverage are served (including UAA student organization events).

1. Beer and wine are the only allowed alcoholic beverages. Kegs or other large quantity containers of alcohol are not allowed without special permission of the Chancellor.
2. The event must be private (not open to the general public).
3. The event must be held for a specified time period at a designated location on or off campus.
4. Alcoholic beverages must be served and stay within a well-defined and controlled environment named on this request.
5. Alcoholic beverages may not be purchased with University or public funds.
6. Alcoholic beverages may not be sold at on-campus events; Alcoholic beverages may not be sold at off-campus events unless the provision and sale of alcohol is done by a vendor with a State of Alaska liquor license and the vendor agrees in advance to adhere to the two-drink maximum per person, the beer/wine only limitation, and other provisions of UAA's policies and procedures on the service of alcoholic beverages.
7. Food and non-alcoholic beverages must be provided at the event.
8. Alcohol should not be the main focus of the event and should not be mentioned or implied in publicity for the event. Contests involving the consumption of alcohol are not allowed.
9. UAA student organizations may not serve beer or wine at meetings where official student organization business is being conducted.
10. A limit of 2 alcoholic drinks per person who is at least 21 years old must be enforced (12 oz. beers or 4 oz. servings of wine). Individuals must present a valid State of Alaska ID or driver's license or other official state or federal identification verifying their date of birth prior to being served an alcoholic beverage.
11. The serving of alcoholic beverages must end a minimum of one half hour before the end of the event.
12. The Vice Chancellor for Student Affairs may require additional conditions, which will be specified on this request form, based on the nature of the specific event, the location of the event, and/or the intended participants of the event.
13. The individual requesting that alcoholic beverages be served at an event, those monitoring the event, and individual participants consuming alcohol, will be personally responsible for any behavior that may violate the safety, rights, and property of others.

Alcoholic beverage purchases associated with any UAA on-campus or off-campus functions must be made from non-University or non-public funds, such as unrestricted foundation accounts. If an account does not exist within the division against which to charge such expenditures, a request may be made to the Chancellor for funds to cover the cost via the *UAA Request for Serving Beer/Wine*.

STATEMENT OF APPLICANT: I accept responsibility for monitoring the behavior of those in attendance at this event. I have read and understand the UAA Alcohol Policy and UAA procedures for serving beer and/or wine. I affirm that I will comply with the UAA policies and procedures. I understand that I will be responsible for monitoring the event to ensure compliance with the UAA policies and procedures and any specific conditions contained in this request form. I will be present during the entire scheduled time of this event and will have a copy of approved request with me at the event.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

FUNDING SOURCE: (Please Check Appropriate Box)			
		<input type="checkbox"/> Private/Personal Funds	
		<input type="checkbox"/> Appropriate Funds Available Within Requesting Unit	
		<input type="checkbox"/> Request Funding/Beverages From Chancellor's Office	
Dept./Unit/(if different than above) Signature	Date	Dean/Director/Advisor Approval	Date
Comments: _____			
Approved: _____			
Pending: _____			
Denied: _____			
		Vice Chancellor for Student Affairs, University Center 105	Date
Comments: _____			
Approved: _____			
Denied: _____			
		Chancellor	Date