

UNIVERSITY OF ALASKA ANCHORAGE REQUEST FOR SERVING BEER/WINE

Applicant Name (Print): _____ Phone : _____ FAX: _____

Address: _____ Email: _____

Name of sponsoring organization: _____ Date of event: _____ Age range: _____

Name of event: _____ Type of event: _____ Number of attendees: _____

Location of event: _____ Start time: _____ End time: _____

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 affiliation of University representative who will be present at the event and monitoring the service of alcohol at UAA/UA events:

UAA/UA Rep Name & Department: _____ Signature: _____ Date: _____

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 of 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 to 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 needed signatures and approvals in advance of the event. Five working days is recommended for review by approving authorities. UAA student organizations need signatures of their organization and Student Development advisors.
2. Route the completed form to the UAA Office of Student Affairs (University Center 105B) or FAX to 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 for alcoholic beverages and/or funding requests 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 7/01/08; last revised 7/31/08

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 beverages are served (including UAA student organization events).

1. Beer and wine are the only alcoholic beverages allowed. Kegs or other large quantity containers of alcohol are not allowed without special permission of the Chancellor.
2. The event must not be 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 the well-defined and controlled environment named on this request.
5. Alcoholic beverages may not be purchased with University funds, including 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 it is done by a vendor with a State of Alaska liquor license and that vendor agrees in advance to adhere to the two-drink maximum per person, the beer/wine only limitation, other provisions of UAA's policies and procedures on the service of alcoholic beverages, and conditions noted on this *UAA Request for Service Beer/Wine* or added by the Vice Chancellor for Student Affairs.
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, are and 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 Head Printed Name & 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	