



Request for Serving Beer/Wine

Submit your completed request and additional information to the Dean of Students Office.

email: uaa_deanofstudents@alaska.edu · fax: 786-1291 · phone: 786-1214 · Rasmuson Hall, Suite 122

Event: _____ Date of Event: _____

Start Time: _____ End Time: _____ Location of Event: _____

Description of Event: _____

Number of Attendees: _____ Age Range of Attendees: _____

- Group Organizing Event
- UAA Club: _____
 - UAA Alumni: _____
 - UAA Department: _____
 - Community Organization: _____
 - Other: _____

Name of Organizer: _____ Organizer Phone: _____

Organizer Address: _____

Contact Preference Fax: _____ Email: _____

Name of University Representative *(If different from Organizer; Representative is required to be present at the event and monitor the service of alcohol)*

Non-alcoholic beverages and food to be served:

Alcoholic beverages to be served :

Beer: # of 12 oz bottles/can Other* _____

Wine: # of 750 ml bottle(s) Other* _____

Serving Container Type (check all that apply):

oz cup 12 oz bottle

Other _____

*Please note that growlers, kegs and serving quantities larger than 12 oz (for beer) and 750 ml (for wine) require a detailed justification and special permission from the Chancellor. Justification Attached.

Number of servings requested:

[Beer (12 oz = 1 serving): _____] + [Wine (750 ml = 5 servings): _____] = TOTAL* _____ *calculate total*

*Please remember that there is a two-drink maximum per attendee. Therefore, your request cannot be approved if the total number of servings is greater than twice the number of attendees.

Number of servings per attendee will be monitored by:

Drink Tickets Wristband Other: _____

Name of server *(who will monitor the age and quantity of alcohol served to each attendee):* _____

Certification of server: TAMS Card (provide license #) _____ N/A

Funding of alcoholic beverages to be served Estimated cost of alcoholic beverages: \$ _____

- Funding source:
- Private/Personal Funds
 - Appropriate Funds Available Within Requesting Unit *(requires Dean/Director/Advisor approval)*
 - Request Funding/Beverages from Chancellor's Office
 - Approved Chancellor's Discretionary Funds Request Attached.

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 understand that the sale of beer or wine on campus is only permissible in the Alaska Airlines Center. I will be present during the entire scheduled time of this event and will have a copy of approved request with me at this event.

Signature of Applicant/University Representative _____ Date _____

Dean/Director/Advisor Approval _____ Date _____

Funding Department/Unit Approval (if different from approval above) _____ Date _____

FOR DEAN OF STUDENTS OFFICE USE ONLY:

Request: Approved Pending Denied Approved with the following stipulations:

Dean of Students _____ Date _____

FOR CHANCELLOR'S OFFICE USE ONLY

Request: Approved Pending Denied Approved with the following stipulations:

Chancellor _____ Date _____

APPROVAL NOTIFICATIONS

Dates Approval Notifications Sent

Event Organizer Fax _____ or Email _____ Date _____

University Police (f 6-6111) _____ Date _____

If Event is On Campus:

Building Manager _____ Email _____ Date _____

Approved event on calendar

Alcohol Policy

Revised March 21, 2014

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 help individuals experiencing difficulties associated with the use of alcohol.

The UAA Chancellor, Vice Chancellor for Student Affairs, Dean of Students and the Directors/President of UAA community campuses have 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. 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'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).

UAA PROCEDURES FOR REQUESTING BEER/WINE SERVICE

1. The sale of beer or wine at University-sanctioned events on campus is only permissible in the Alaska Airlines Center.
2. 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.
3. Beer and wine are the only alcoholic beverages permitted. Kegs or other large quantity containers of beer and wine are not allowed without special permission of the Chancellor.
4. The event must be private not open to the general public, except as it pertains to events in the Alaska Airlines Center.
5. The event must be held for a specified time period at a designated location on or off campus.
6. Any beer and wine served must stay within a well-defined and controlled environment named on this request.
7. Alcoholic beverages may not be purchased with University or public funds.
8. Food and non-alcoholic beverages must be provided at all events where beer and/or wine will be served or sold.
9. Alcohol should not be the main focus of the event and is not to be mentioned or implied in publicity for the event or venue. Contests involving the consumption of alcohol are not allowed.
10. UAA student organizations may not serve beer or wine at meetings where official student organization business is being conducted.
11. Except as it pertains to the Alaska Airlines Center, a limit of two 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.

12. The serving or sale of alcoholic beverages must end a minimum of one half hour before the end of the event with the exception of service in the Alaska Airlines Center restaurant.
13. The approving authority may require additional conditions, based on the nature of the specific event, the location of the event, and/or the intended participants of the event.
14. 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.
15. 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*.

UAA POLICY FOR BEER/WINE SALES IN THE ALASKA AIRLINES CENTER

1. Solely within the confines of the Alaska Airlines Center, only beer and wine may be sold and/or distributed by authorized concessionaires in accordance with the approved UAA Guidelines for Serving Beer and Wine in the Alaska Airlines Center and licensing requirements of the State of Alaska Alcohol Beverage Control Board and the Municipality of Anchorage.
2. The UAA Guidelines for Serving Beer and Wine in the Alaska Airlines Center and subsequent changes must be approved by the UAA Chancellor and address responsible consumption education and training, service locations, and service restrictions.
3. Guests of the AAC are bound by all state and local laws and ordinances. A violation of any applicable public law or ordinance by a non-University student or employee will result in disciplinary action and/or prosecution by civil authorities. Violation of any applicable public law or ordinance by University-affiliated student, employee or contractor will be considered a violation of University rules and regulations and will result in University disciplinary action and/or prosecution by civil authorities.