



**University of Alaska Fairbanks
Alcohol Beverage Application**


Applicant Name _____ E-mail _____
Department Address _____ Phone _____
Name of Sponsoring Organization _____ Event Date _____
Name of Event _____
Location of Event _____ Start Time _____ End Time _____
Who will monitor the age of participants being served _____
Description of food and non-alcoholic beverages to be served _____

STATEMENT OF APPLICANT: I accept responsibility for this event. I have read the UAF Alcohol Beverage Policy and I will comply with this policy. I understand the conditions specified in the policy and procedure, and I will be responsible for ensuring that the event meets these conditions.


Applicant Signature _____  _____ Date _____
Dean/Director Approval Signature _____  _____ Date _____

*Return this form to the Director for Auxiliary, Recharge and Contract Operations, 116 Eielson for final approval.
Copy of form will be returned to applicant.*

Comments _____
Approved _____ Pending _____ Denied _____

Director for Auxiliary, Recharge and Contract Operations _____  _____ Date _____

If students are to be present at the event the Associate Vice Chancellor for Student Life must approve, room 514 Gruening.

Associate Vice Chancellor for Student Life _____  _____ Date _____

UNIVERSITY OF ALASKA FAIRBANKS ALCOHOL POLICY

Serving alcohol beverages at events on campus, or at UAF events located off-campus, requires compliance with state laws and sensitivity to the public's perception of our institution. It is the University's desire to provide a safe and secure environment for all faculty, staff, students, and visitors attending UAF events. All persons who consume alcohol beverages will do so in a responsible manner.

The sale and dispensing of alcohol beverages is regulated by the state Alcoholic Beverage Control (ABC) Board. An ABC permit is required when alcohol is served at a UAF event. When a UAF event or an event at a UAF facility requires an ABC permit, the permit application must be approved by the UAF Police Department and the Director for Auxiliary, Recharge and Contract Operations (as the Chancellor's designee). Individuals serving alcohol must comply with ABC laws and regulations.

Non-compliance can lead to arrest and fines. The Police Department or authorized university official can terminate an event if the ABC permit is not displayed, if alcohol is served by anyone that does not have an approved alcohol server education card, or if alcohol is served to anyone under the age of 21. The university can take additional actions as deemed necessary. Sponsoring departments, organizations, and individuals should be cognizant of vicarious liability and the consequences to the organization should a vicarious liability suite be filed against the university when a person, regardless of age, attending an event and consuming alcohol beverages is involved in an accident resulting in personal injury and/or death.

Organizations should also be aware of their exposure to legal risk when event sponsors permit the violation of laws concerning alcohol at their event. These laws include serving alcohol to minors and/or intoxicated individuals.

UAF PROCEDURE STEPS

1. Complete and sign the alcohol application form and obtain Dean/Director signature.
2. Send completed application to the Director for Auxiliary, Recharge and Contract Operations in room 116 Eielson or FAX to 474-5707.

3. Application will be approved, forwarded to the Police Dept., and returned to applicant or disapproved and returned with stated reasons.
4. If students are attending the event, application must also be signed by Associate Vice Chancellor for Student Life.
5. After all approvals, applicant must obtain a state Alcoholic Beverage Control (ABC) permit. If using UAF Dining Services, they can provide this service.
6. Approved application and permit must be displayed at the event and all policies regarding alcohol must be followed.

PROCEDURES CONTINUED

- Serving of alcohol at a UAF facility on campus or at a UAF event off campus requires approval of the Chancellor or designee. Anyone who intends to serve alcohol at an event at a UAF facility on campus or at a UAF event off campus must submit a UAF Alcohol Beverage Application **14 days prior** to the event to the **Director for Auxiliary, Recharge and Contract Operations in 116 Eielson or FAX to 474-5707**, as the Chancellor's designee.
- Serving of alcohol at a UAF facility on campus or at a UAF event off campus requires approval of the Chancellor or designee.
- UAF events and non-university events held at a UAF facility on or off campus must comply with all Alcoholic Beverage Control (ABC) laws and regulations.
- Alcohol served at a University event is limited to beer or wine.
- An ABC permit must be obtained for any event at which alcohol is either offered for sale or is dispensed. The Event Planner is responsible for completion of the Alcohol Beverage Application, obtaining the ABC Permit, and proper display at the event. If UAF Dining Services is used by the Event Planner, UAF Dining Services can obtain and complete the ABC Permit requirements.
- Access to all events where alcohol is served must be restricted to individuals 21 years of age or older, except that individuals under 21 years of age may be permitted if accompanied by a parent, legal guardian, or adult spouse. Alcohol beverages may not be served to anyone under the age of 21.
- Alcohol beverages must be served in a controlled environment and may not be removed from the room(s) or area(s) specified.
- Alcohol beverages must be served by UAF Dining Services or other licensed caterer, or by UAF employees assigned to the function. Individuals serving alcohol beverages must complete an alcohol server education course approved by the ABC Board.
- The event must be a private function (not open to the public) unless specifically approved by the Director for Auxiliary, Recharge and Contract Operations.
- If the applicant intends to charge those in attendance at the event for alcohol beverages, the applicant must provide specific information as to the format (i.e. cash bar, ticket price). Admission charge for UAF events may not include the cost of the alcohol beverages that will be served unless specifically approved by the Director for Auxiliary, Recharge and Contract Operations.
- Alcohol beverages will not be approved for functions at which alcohol is the focal point, or the inducement for attendance at the event. Alcohol should not be the main focus of any event. Food and non-alcohol beverages must be provided and prominently displayed at the event. Large quantity containers of alcohol are not permitted. Contests involving the consumption of alcohol are not allowed. The event shall not be advertised or publicized at an event where alcohol beverages are to be served. The use of symbols or pictures implying the presence of alcohol at an event is prohibited. Fundraising events involving alcohol, e.g., wine tasting, are required to meet the ABC rules requirements.
- All events where alcohol is served will display the following warning signs (at least 11" x 14" and the lettering must be at least ½ inches high and in contrasting colors) and will be the responsibility of the license holder and must be displayed:
 - WARNING: Drinking alcohol beverages such as beer, wine, wine coolers, and distilled spirits or smoking cigarettes during pregnancy can cause birth defects.
 - WARNING: A person who provides alcohol beverages to a person under 21 years of age, if convicted under AS 04.16.051, could be imprisoned for up to five years and fined up to \$50,000.
 - WARNING: A person under 21 years of age, who enters these premises in violation of law under AS 04.16.049 (e), could be civilly liable for damages of \$1,000.
- All invitations to UAF events where alcohol is to be served will include the following statement: "Attendees must be twenty-one (21) years old or older unless accompanied by a parent, legal guardian, or adult spouse." At the option of the sponsor, such events may be restricted to individuals at least age 21 (no minors under the age of 21).
- An authorized representative of the University must be present for the duration of the event to ensure that all obligations specified in the application and permits are fulfilled.
- In cases where an individual becomes intoxicated, event sponsors will immediately alert the University Police department to intervene to remove the person from the premises and prevent that individual from driving.
- Alcohol shall **not** be served at university functions or events designated for students unless approved by the Associate Vice Chancellor of Student Life (in addition to other required approvals).
- The Wood Center Pub will operate within its rules, policies and license.
- The Event Planner is required to have the approved UAF Alcohol Beverage Application visible at the event.

ADDITIONAL INFORMATION

- The Alcohol Beverage Application can be found at <http://www.uaf.edu/aux-bus/dining/>.
- Questions about the Alcohol Policy should be directed to Director for Auxiliary, Recharge and Contract Operations at 474-5145.
- The University reserves the right to amend this policy in accordance with the law, community standards, or the best interests of the University.