

ALCOHOL PERMIT  
UNIVERSITY OF ALASKA FAIRBANKS

\_\_\_\_\_  
EVENT

\_\_\_\_\_  
DATE OF EVENT

\_\_\_\_\_  
PLACE

FROM: \_\_\_\_\_ (am) (pm) TO: \_\_\_\_\_ (am) (pm)

\_\_\_\_\_  
CONTACT PERSON AND DEPARTMENT

\_\_\_\_\_  
PHONE/E-MAIL ADDRESS

\_\_\_\_\_  
DEAN/DIRECTOR APPROVAL

\_\_\_\_\_  
DATE

The following guidelines and policies will be adhered to for alcoholic beverage use on campus:

- **Admission charge may in no way include the cost of the alcohol that will be served at the event unless specifically approved by the Dean of Student Services. If requesting approval to charge those in attendances at the event for alcohol services, please provide specific information below to the format (i.e. cash bar, ticket price).**
- Alcoholic beverages must be mixed and served by UAF Dining Services or UAF employees assigned to the function.
- **Everyone at the event must meet legal age requirements as defined by the Alaska State Statutes.** The Dean/Director is responsible for making sure that everyone meets the legal age requirements.
- Alcoholic beverages may not be removed from the room(s) specified for the event.
- The event at which alcohol use is requested must be a private function unless specifically exempted by the Dean of Student Services (fax 907-474-7900) (phone 907-474-7317)
- Event advertising and/or event invitations may not include any reference to the service of alcohol.
- All requests for alcoholic beverage use must be approved by the Dean of Student Services or the Dean's designee. In the case of events held in Wood Center contact Lydia Anderson (907-474-7037), or in the absence of the director, Jeri Maxwell or Sarah Comstock.
- The Alcohol Permit must be submitted 14 days prior to the event and must be available at the event.

DESCRIPTION OF EVENT (i.e., people present, reason for event, food/drinks served, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**Approval:**

**Date:**