



UAF Alcohol Beverage Application Instruction Sheet

This UAF Alcohol Beverage Application must be submitted for all events where alcoholic beverages will be served on University property or UAF events located off-campus. Please complete all questions fully. Failure to provide all required information, or complete the form properly, may result in delay or rejection of this application.

This form must be RECEIVED by email, uaf-dining@alaska.edu, no less than **14 days prior to the event**. Late requests may be denied.

I. APPLICANT INFORMATION:

Applicant – The individual requesting alcohol approval, usually the event planner.

Dean/Director – The individual authorizing alcohol to be served at their sponsored event or facility. This person must be affiliated with UAF and have authority to make such approvals for the event and/or location.

Facility Approver – The Facility Approver is only used for events not affiliated with the University.

Sponsoring Organization – The College, Department or Organization sponsoring this event. If Sponsoring Organization is not affiliated with the University, the Applicant MUST be an authorized representative of the organization. They must initial and sign the form, binding the third-party Sponsor Organization to each of the provisions of this application, including the indemnification provisions and the UAF Alcohol Policy and Procedures.

II. EVENT INFORMATION:

This section provides details of the event. Please be specific as to the location of the event; including name of hall/building and room number, or street address if located off university property. Ensure all questions have at least one response. Please note the [Events Request Form](#) must be completed for any event with alcohol.

III. AUTHORIZED REPRESENTATIVE INFORMATION:

Authorized Representative of the University – A responsible adult must be in attendance for the entirety of the event. The Authorized Representative must abstain from alcohol service and ensure [Alaska state law and university policy](#) is upheld during the event. Authorized Representatives can include the event planner, security officer, or other designated point of contact during event.

IV. FOOD AND BEVERAGE SERVICE:

Alcohol may not be the main focus of the event. Food and non-alcoholic beverages must be available as well. Provide the name of food service provider or where it will be purchased. Also indicate if food will be sold or complimentary. **A copy of the menu is required if food is not being provided by UAF Catering.**

Approved Bartender/Alcohol Service Provider – Alcoholic beverages must be served by a vendor who has a certificate of insurance on file with the University and agrees to be bound by the provisions of this application, state law and regulations and UAF Policy and Procedures. The University does not recommend alcohol service providers, however we can inform you of who has approved insurance certificates on file with us.

V. SECURITY INFORMATION:

State law and University policy states alcohol must be served and consumed in a controlled environment. The information collected in this section will help determine where the designated area for alcohol service will be located and how access to and from this area will be monitored. Please contact DSCO at 907-474-6661 for questions or assistance identifying an acceptable security plan

Area where event is being held – Please indicate if this event will be located in a confined space (such as an office or room) or common area (such as lobby, hall or outside). If event will be held in an area accessible by through traffic, boundaries for alcohol service are required to be clearly defined. Please explain how the barriers for this event will be delineated.

Monitoring Exits – Describe how entry and exits will be monitored for access and ensure alcohol remains in the designated room or area specified.

Individuals Under 21 – If yes, provide an explanation on how those under aged will be prevented from loitering in and around the alcohol service area. For example, stanchions will be placed around the alcohol service area and a state certified server will check ID to ensure access

by only those attendees over 21.

Police or Security – If yes, please indicate who will be providing security (i.e., certified servers to check ID, event staff monitoring exits, Community Security Officer (CSO), etc.).

VI. APPLICANT AGREEMENTS:

This section must be signed by the Applicant and Dean, Director or if not a university sponsored event, the Facility Approver.

REVIEW PROCESS:

DSCO will facilitate all necessary department approvals, to include UAF Risk Management, Dean of Students, UAF Police Department, Event/Facility approval, etc. If application is found to be incomplete or additional clarification is required, the form may be returned to applicant and require re-submittal once all corrections or information has been provided.

When the review is completed and the application meets all requirements, approved application will be returned to the applicant. Any conditions required during the event for approval (i.e. special signage, security), will be listed in the comment section of the approved form as well as communicated to applicant.

If a request for alcohol service at an event is denied, the form will be returned to applicant with stated reason for denial. Applicant may re-submit request for alcohol if additional actions can be taken for approval. Resubmission should not take place until all requirements have been arranged.

The approved UAF Alcohol Beverage Application must be displayed at event along with the state alcohol permit (if required).

UAF ALCOHOL BEVERAGE APPLICATION CHECKLIST:

Please submit this application with all items on checklist.

- All questions on this form have been answered completely.
- The [UAF Events Request Form](#) has been completed.
- This form has been initialed and/or signed by:
 - o Non-affiliated Sponsor Organization, page 1 (*if required*)
 - o Applicant, page 2
 - o Dean/Director/Facility Approver, page 2
- Menu for food and beverage.
- Floorplan indicating layout of event location, including entry/exits, food service, bar and alcohol service area, seating, etc.

SUBMIT APPLICATION AND ATTACHMENTS TO:

UAF Dining Services and Contract Operations (DSCO)
uaf-dining@alaska.edu

UAF Alcohol Beverage Application

Please complete and submit this form at least 14 days prior to the event to the Director of Dining Services and Contract Operations (DSCO) at uaf-dining@alaska.edu or fax to 907-474-5707.

I. APPLICANT INFORMATION:

Applicant Name _____ Title _____

Email _____ Phone _____

Dean/Director/Facility Approver: *Person approving alcohol at their sponsored event or facility* _____

Sponsoring Organization *full name, no abbreviations* _____

UAF Affiliation: College/Department/Organization Student Organization Not Affiliated

If Not Affiliated is selected; Applicant must be a member of the Sponsor Organization and authorized to make this application and to bind the Organization. By Applicant's signature, Sponsoring Organization agrees to be bound by each of the provisions of this application, including the indemnification provisions below and the UAF Alcohol Policy and Procedures attached.

Indemnification by Non Affiliated Sponsoring Organization: Sponsor organization agrees to indemnify and hold harmless the University of Alaska Fairbanks and their respective employees from and against any and all claims, demands, suits, actions, proceedings, loss, costs, and damages of every kind and descriptions, including attorneys' fees and/or litigation expenses, which may be brought or made against or incurred by the Indemnittees, on account of loss of or damage to any property or for injuries to or death of any person, caused by, arising out of, or contribution to, in whole or in part by reason of any act, omission, professional error, fault, mistake or negligence of Sponsor Organization, it's employees, agents, representatives, volunteers or subcontractors in connection with or incident to the event.

Non Affiliated Applicant initials _____

II. EVENT DETAILS:

Event Name _____ Event Date _____

Location (*building and room #; address if off-campus*) _____

Estimated Attendance Count _____ Event Start/End Time _____ / _____ Alcohol Service Start/End Time _____ / _____

1. Will UAF students be present? Yes No
2. This event is: Open to Public Private, by invitation only
3. Is this an outdoor event? Yes No
4. Will beer and/or wine be auctioned off? Yes No
5. Is this a wine tasting? Yes No
6. Is this a fundraising event in which monetary donations be received? Yes No
7. This event will have (*check all that apply*): Entry fees Cover charge Ticket sales for food and/or beverage N/A
8. Has the Events Request Form been submitted? Yes No [The Events Request Form](#) must be submitted for all events with alcohol.

III. AUTHORIZED REPRESENTATIVE OF THE UNIVERSITY:

Identify the individual(s) designated to have responsibility for the event. This person is to remain present for the duration of the event and ensure Alaska state law and university policy is upheld.

Name/Title _____ Email _____

Name/Title _____ Email _____

IV. FOOD AND BEVERAGE SERVICE:

Alcohol may not be the main focus of an event. As such, the presence of alcohol requires the accompaniment of food and non-alcoholic beverages. This application does not approve food and non-alcoholic beverages. Please submit a [Food and Beverage Authorization Request](#), if required.

Food will be provided by: *please provide the name(s) of Caterer/Donor/Other* _____

Food service will be offered: For Sale Complimentary **Required:** Attach a copy of proposed menu.

Alcohol will be: Purchased Donated by: *please list name of Donor(s)* _____

Type of alcohol offered (no hard liquor): Beer Wine/Sparkling Wine

Alcohol will be available: For Sale Complimentary

Name of Bartender/Alcohol Service Provider: _____

Contact Information: Email _____ Phone _____

V. SECURITY INFORMATION:

Event is being held in a: Confined area (*i.e. ballroom, office, etc.*) Common area with through traffic (*i.e. a lobby, outdoors, etc.*)

If Common area, how will alcohol service boundaries be delineated?

Stanchions Other physical barrier: *be specific* _____

All entry/exit points from alcohol service area must be monitored.

Please list who will be monitoring all entry/exit points: _____

Required: Attach a copy of proposed floorplan indicating layout of the location for exits, food service, bar, seating, etc.

Individuals under the age of 21 will be present. Yes No

If Yes, the following steps are **required** to ensure under-aged attendees do not consume alcohol:

- Alcohol Service Provider/certified servers will ID attendees.
- Attendees under 18 years of age MUST be accompanied by parent, legal guardian, or adult spouse.
- Alcohol Service Provider/certified servers will monitor attendees age 18-20.
- Alcohol will be served and consumed in a partitioned section that limits access to under aged individuals.

Describe boundaries, barriers, signage or staff present to control alcohol consumption (be specific based on physical parameters of room/venue/event location): _____

Will there be police and/or other security? Yes No If Yes, who? _____

VI. APPLICATANT AGREEMENTS:

The information provided on this application accurately describes how the event will be managed. I agree to submit any changes to the event details to DSCO for approval prior to the event; including but not limited to location, floorplan, and underage guests. I have received and reviewed the UAF Alcohol Policy and Procedures. By signing below, I accept responsibility for adherence to all applicable Alaska laws and university policy related to the sale and service of alcohol on or off campus for this event. Failure to adhere to UAF policies and state laws may result in disciplinary proceedings and denial of requests for alcohol at future events.

Applicant Signature _____ Date _____

Dean/Director/Facility Approver Signature _____ Date _____

OFFICIAL USE ONLY

Event Name _____

Event Date _____

GENERAL REVIEW

Information provided matches Events Request Form *(If not, see comments as to if/how discrepancies have been resolved).*

Floor plan approved for alcohol service Stanchions are required Additional Signage Required

Comments: _____

RISK MANAGEMENT REVIEW

required on all requests for alcohol

Confirms adherence to Protection of Minors policy, receipt of certificate(s) of insurance, other potential concerns are mitigated.

Approved Denied Comments: _____

Risk Management Signature _____

Date _____

STUDENT AFFAIRS (DESIGNEE) REVIEW *Designee is currently Vice Chancellor and Associate Vice Chancellor for Student Affairs*

required on all events open to the public and events where students are to be present.

Confirms adherence to Student Code of Conduct.

Approved Denied Comments: _____

Dean of Students Signature _____

Date _____

CHANCELLOR (DESIGNEE) REVIEW *Designee is currently Contracts Manager, Dining Services and Contract Operations*

required on all requests for alcohol

Confirms event meets state laws, university alcohol policy and (if applicable) vendor contracted agreements.

Approved Denied Comments: _____

Chancellor (Designee) Signature _____

Date _____

FINAL DECISION: Approved Denied

Reason for Denial: _____

A COPY OF THIS APPROVAL MUST BE POSTED ON-SITE WHERE ALCOHOL IS BEING SERVED.

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 Alcohol & Marijuana Control Office (AMCO). A state alcohol permit is required when alcohol is sold at a UAF event or an event held at a UAF facility. The UAF Alcohol Beverage Application must be approved by the Director of Dining Services and Contract Operations (as the Chancellor's designee). Additional approvals from Dean of Students, Risk Management and UAF Police Department may be sought as appropriate. Individuals serving alcohol must comply with AMCO laws and regulations.

Non-compliance can lead to arrest and fines. The Police Department or authorized university official can terminate an event if the alcohol 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. Organization 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.

University of Alaska Fairbanks Alcohol Procedures

Approval is required of the Chancellor or designee to serve alcohol on campus or at a UAF event off-campus. Anyone who intends to serve alcohol must submit a UAF Alcohol Beverage Application no less than 14 days prior to the event to the Director of Dining Services and Contract Operations, as the Chancellor's designee, at uaf.aux@alaska.edu.

- UAF events and non-university events held at a UAF facility must comply with all Alcohol & Marijuana Control Office (AMCO) laws and regulations.
- Alcohol served at any event in a university facility is limited to beer and wine.
- An alcohol permit must be obtained for any event at which alcohol is either offered for sale or distributed. The Event Planner is responsible for completion of the UAF Alcohol Beverage Application, obtaining the alcohol permit from AMCO (if applicable) and proper display at the event.
- Access to all events where alcohol is served must be restricted to individuals 21 years of age or older, except when accompanied by 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. Any individual serving alcohol must complete an alcohol server education course approved by the AMCO.
- The event must be a private function (not open to the public) unless specifically approved by the Director of Dining Services and Contract Operations.
- If the applicant intends to charge those in attendance 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 beverage that will be served, unless specifically approved by the Director of Dining Services and Contract Operations.
- Alcohol may not be the main focus of the event. Alcohol beverages will not be approved for functions at which alcohol is the inducement for attendance. 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. Events where alcohol beverages are to be served shall not be advertised or publicized. The use of symbols and pictures implying the presence of alcohol at an event is prohibited. Fund raising events involving alcohol, e.g., wine tasting, are required to meet the AMCO requirements.
- Warning signs are required to be displayed at all events serving alcohol beverages. Signs must be at least 11"x14" and lettering must be at least ½ inch in contrasting colors. It is the responsibility of the license holder to ensure that the following warning signs are displayed properly:
 - 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 year 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 \$1,500.*
- 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 parent, legal guardian, or adult spouse." At the option of the sponsor, such event may be restricted to individuals at least age 21 ("no minors under the age of 21").
- The area serving alcohol beverages must be roped off at any event where unaccompanied minors will be present.
- An authorized representative of the university must be present for the duration of the event to ensure all obligations specified in the application and permits are fulfilled.
- In cases where an individual becomes intoxicated, event sponsors will immediately alert the UAF Police Department to intervene and 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 Dean of Students (in addition to the other required approvals)
- The event planner is required to have the approved UAF Alcohol Beverage Application visible at the event.
- The Wood Center Pub will operate within its rules, policies and license.

The university reserves the right to amend this policy in accordance with the law, community standards or best interests of the university.

Please direct questions about the alcohol policy and procedures to the Director of Dining Services and Contract Operations at 907-474-6661.