

UAF Alcohol Beverage Application Checklist:

Please read the Alcohol Beverage Policy and Procedure in its entirety. It is the responsibility of the Event Planner to know, understand and ensure all alcohol regulations are fulfilled.

All Events Require The Following:

- [Event Form](#) must be completed.
- [UAF Alcohol Beverage Application](#) to be submitted at least two weeks before the event. Attempts will be made to process a request with less than 14 days of notice, however it may be denied due to insufficient processing time.
- State alcohol permit – obtained from the Alcohol and Marijuana Control Office (AMCO). Please review AMCO's website for deadlines to submit. Allow sufficient time to complete the request with all required information, diagrams and signatures. <https://www.commerce.alaska.gov/web/amco/PermitApplicationForms.aspx>
- A floorplan indicating layout of the location for the event including, exits, food service, bar, seating, etc. Additional floorplan requirements may be necessary, see Event Details below.
- ID check and serving of alcohol must be provided by a certified alcohol server (i.e.: AASC, TAMS, TAPS, etc.).
- At minimum, approval by Risk Management and Chancellor (or Designee) is required.
- Approved UAF Alcohol Beverage Application and state alcohol permit (if required) must be displayed at event.
- All policies and procedures listed on the back of the application must be followed.

Possible Additional Requirements:

Additional information or documentation may be necessary for approval at a university event. Please note additional requirements are not limited to the following and will be determined based on the circumstances of each event.

- A written security plan.
- Floor plan identifying **in red** a partitioned off section that limits access to the area where alcohol is to be stored, served and consumed.
- Additional approvals by Dean of Students and UAF Police Department.

EVENT DETAILS

See event details below to determine if additional requirements are necessary.

Public Event:

A Public event is defined as any event that has been advertised (newspaper, posted fliers, etc.) or allows access to everyone.

- A written security plan must be submitted.

Private Event:

A Private event is defined as invite only. Participation is limited to specific individuals or groups by invitation only. There are no fliers posted or public advertising of the event.

- For events that are in a location that is not closed off to the public (i.e. building lobby, gymnasium, etc.) a floorplan must be submitted identifying a partitioned off section that limits through traffic and designates where alcohol is to be stored, served and consumed. Public access and individuals under the age of 21 are not permitted in the alcohol section.

Outdoor Event:

- A written security plan must be submitted.
- A floorplan must be submitted identifying a partitioned off section that limits through traffic and designates where alcohol is to be stored, served and consumed. Individuals under the age of 21 are not permitted in the alcohol section.

Event with Individuals under the age of 21:

- A floorplan must be submitted identifying a partitioned off section that designates where alcohol is to be stored, served and consumed. Minors are not permitted in the alcohol section.

Event with UAF Students:

- Additional approval required by the Dean of Students.

Wine Tasting and Auctions

- A state permit is required for wine tastings and events that plan to auction off alcohol. In addition, a certified alcohol server/distributor/caterer must be present to serve or distribute the alcohol.

UAF Alcohol Beverage Application

Phone: 907-474-6661 Fax: 907-474-5707
 Email: uaf.aux@alaska.edu

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.

1. Complete this application and submit to the Director of DSCO as Chancellor's designee for approval. Please attach proposed menu and (if applicable) the state alcohol permit from the Alcohol & Marijuana Control Office (AMCO).
2. Approved application will be returned to applicant; disapprovals will be returned with stated reason. An approved application gives authorization to serve **only beer and wine** at a university event, assuming all other state requirements have been met.
3. Approved application and state alcohol permit (if required) must be displayed at event and all policies and procedures listed on the back of this application must be followed.

Applicant Name _____ Email _____

Department Name _____ Phone _____

Sponsoring Organization _____ Event Name _____

Location _____

Event Date _____ Start/End Time _____ / _____ Event form has been completed? Yes No

This event is: Open to the Public Private, invitation only

This event will be held: Indoors Outdoors

Beer and/or wine will be auctioned off. Yes No

This event is a wine tasting. Yes No

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

UAF students will be present. Yes No

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

Required: Please attach a copy of proposed menu.

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

*Sale of alcohol includes entry fee, ticket sales, individual drinks, food or if donations are being received in excess of the cost to purchase alcohol.

Beer/wine will be served by: _____ Servers have state required certification? Yes No

By signing below, the individuals and organization representative agree to hold the event in compliance with all applicable state laws and university guidelines, including the University Alcohol Policy and Procedures outlined on the back of this form.

Applicant Signature _____ Date _____

Dean/Director Signature _____ Date _____

OFFICIAL USE ONLY

Approved Pending Denied Comments: _____

Risk Management Signature _____ Date _____

Chancellor (Designee) Signature _____ Date _____

Dean of Students Signature _____ Date _____

Dean of Students approval is required if UAF students are to be present.

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 or fax to 907-474-5707.

- 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 \$1,000.*
- 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 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.