

UNIVERSITY OF WASHINGTON TACOMA

Guidelines and Procedures for the Sale or Serving of Alcoholic Beverages on Campus Faculty, Staff and Non-University Groups

General guidance for the sale or serving of alcoholic beverages on campus can be found in UW Administrative Policy Statement 13.9 and WAC 478-136-030. Specific guidelines and procedures applicable to the UW Tacoma campus are described below. **Non-compliance by individuals or groups with these guidelines and procedures, or with any of the laws or regulations regarding the sale or serving of alcohol at UW Tacoma, may jeopardize future use of campus facilities and may result in other disciplinary or legal actions as deemed appropriate.**

UW Tacoma Guidelines for Faculty, Staff and Non-University Groups

Serving alcohol at an event in UW Tacoma facilities by faculty, staff and members of the external community will require the following:

1. Compliance with all the requirements of UW Administrative Policy on the Sale and Serving of Alcoholic Beverages (Administrative Policy Statement 13.9) and Washington Administrative Code (WAC 478-136-030). Among these requirements and UW Tacoma procedures suggested by these requirements are:
 - Alcohol may not be possessed or consumed by anyone under the age of 21;
 - Persons under 21 may attend an event if there are effective safeguards to prevent the consumption of alcohol by minors. Safeguards should be in the form of entry control, identification of minors and supervision of the service bar;
 - Alcohol will not be served to anyone who appears intoxicated;
 - Non-alcoholic beverages and food will also be available at the event;
 - Serving of alcoholic beverages must be complimentary to and part of the planned event program;
 - "No-host" bars (which charge for alcohol by the drink) are not permitted except with licensed servers or bartenders;
 - Individual event participants can not bring their own alcoholic beverages;
 - The serving of alcohol at the event can not be advertised in UW Tacoma press releases, printed ads, posters or similar media.
 - Alcohol must be consumed only within the approved designated area for the event;
 - Special security and other requirements for the event may result as part of the Use of University Facilities (UUF) process and/or the approval process by the Office of the Chancellor.
 - All university-sponsored or university-funded events held off-campus where alcohol will be served must receive prior approval for the serving of alcohol through the Office of the Chancellor.

2. Submission of the forms below to the Office of the Chancellor for approval before the date of the scheduled event. This process will include the following:
 - Acquisition of a Banquet Permit (per RCW 66.24.481) authorizing the service and consumption of liquor at a banquet or organized gathering at a specified date and place or a Special Occasion License (per RCW 66.24.380) authorizing the sale of alcoholic beverages at a special occasion on a specified date and place. Acquiring this permit or license can be a lengthy process and should be applied for well in advance of the planned event. The Banquet Permit or Special Occasion License must also be posted in a conspicuous place within the designated area during the event;
 - Completion and approval of an Alcohol Event Responsibility Form and an Alcohol Event Response Form available through the Office of the Chancellor **at least ten day prior to the scheduled event**. Among other conditions, these forms require:
 - Compliance with all UW Tacoma Use of University Facilities (UUF) forms and procedures;
 - For large events (as determined by the Office of the Chancellor), alcohol must be served by a licensed vendor who also provides options for food and non-alcoholic beverages as part of the menu for the event. The vendor will be responsible for identifying underage individuals and ensuring compliance with state law and Liquor Control board regulations regarding alcohol sale and service, but at least one signatory must be present for the event;
 - For small events (as determined by the Office of the Chancellor), signatories for the event will be responsible for identifying underage individuals and ensuring compliance with state law and Liquor Control Board regulations regarding alcohol sale and service. Signatories may employ licensed bartenders, but at least one signatory must be present at all times to oversee the event.