



# ALCOHOL AT EVENTS POLICY

UNIVERSITY UNION & UNIVERSITY DINING

## ALCOHOL REQUEST

Any group requesting alcohol service for its event must complete the alcohol request form at least two weeks prior to the event. The alcohol service is pending until the request is reviewed and approved.

The current Alcohol Request form can be found at <https://www.uwgb.edu/union/about/forms/>

## FOCUS OF EVENT

The event content must be the main focus of the function rather than the alcohol. Alcohol service should never be the purpose of the event program, but rather an enhancement of the program.

## SERVING OF ALCOHOL

On the Green Bay campus, the University Dining contract partner is the only authorized entity permitted to sell and provide service alcohol on-campus at events. Once the alcohol request form is reviewed and approved the University Dining staff will work with the groups to arrange the applicable bar service. Alcohol service must end at least 30 minutes prior to the planned ending time for the event.

## CONTROL OF SERVICE TO MINORS

All organizations and groups sponsoring events with alcohol are required to utilize methods to reduce the possibility of alcohol abuse or misuse. For student programs where a majority of attendees will be underage (as defined by law), wrist banding is required. Wristbands should be obtained and coordinated through the University Dining prior to the event and the sponsoring organization may be charged for the number of wristbands used. Authorized bartenders will band and provide service only to the people who are of legal drinking age.

## ADVERTISING AND PROMOTION

Advertising for the event should not emphasize alcohol in any way. The event content, not the alcohol, should be main focus of the advertising.



## **CONDUCT**

Organizations and groups are responsible for the actions of their members and guests at all sponsored events and must comply with all UW-Green Bay alcohol policies. Disciplinary actions regarding alcohol abuse will be handled by the Dean of Students Office. Violations may result in the revocation of the groups or organization's University privileges.

## **ADDITIONAL POLICY REFERENCES**

Alcohol and Controlled Substance Policy GB-50-07-01 as approved 10/2017

Issued 1993

Revised/Reviewed 1999, 2023