

Office of the University Union Policies and Procedures	Subject: General Building & Campus Policies	Reference: III.B.
	Issued: 1993 , revised 1999	Page: 1 of 2
	Director's Approval:	

ALCOHOL POLICIES AT A GLANCE FOR STUDENT ORGANIZATIONS

1. Focus of Event

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

2. Alcohol Requests

Any group requesting alcohol service for its event must complete an alcohol Reservations staff at the time the room reservation is made, *at least two weeks prior to the event*. The alcohol service is pending until the Director of the union approves the request---advertising of the event should not include alcohol service unless approval has been confirmed.

3. Serving of Alcohol

The University Dining Service is the *only authorized group* to sell and serve alcohol on the campus (except the Weidner Center). The University Dining Service Catering Director will work with you (once approval is confirmed) to arrange bartending and beverage services. Alcohol is *only* allowed in the room in which it is approved to be served. Alcohol service *must* end at least 1/2 hour prior to the ending time of the event.

4. Alcohol Patrol and Security

Refer to the "Event Security Planning Policy" (III.F.)

5. Control of Service to Minors

All organizations and individuals sponsoring events with alcohol are requested to utilize methods to reduce the possibility of alcohol abuse or misuse. For ALL student programs where some of the attendees will be underage (defined by law), wrist banding is required. Wrist bands need to be obtained through the Organizational Finance Office (UU 110) prior to the event, and the sponsoring organization will be charged for the number of bands used. The UDS bartenders will band and serve only the people who are of legal drinking age.

Office of the University Union Policies and Procedures	Subject: General Building & Campus Policies	Reference: III.B.
	Issued: 1993 , revised 1999	Page: 2 of 2
	Director's Approval:	

6. Advertising and Promotion

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

7. Conduct

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

8. **Comprehensive alcohol policy is available in the University Union main office or the Dean of Students Office.**

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