Please review the information below and keep it in mind when serving alcohol and/or food at events and reviews at the UW. I would also encourage you to go to the UW Office of Special Programs website to read up on alcohol policies.

**Required forms for serving alcohol and/or food in UW space:**

Serving alcohol requires an Alcohol Service Request Form (ASR Form) + State Banquet Permit Form + UUFC Form. (A UUFC form is only required if the event is open to the public.)

Serving food not provided by UW Bay Laurel Catering requires a Temporary Food Service Permit.

Exception: When food served is limited to non-perishable commercially prepackaged, ready-to-eat food that is wrapped/boxed such as commercially-made baked foods, e.g., cookies and donuts, and candy, chips, etc. Home-prepared foods are prohibited.

**Important info:**

- You must have UUFC approval and have completed the online ASR Form before you can purchase a State Banquet Permit. List Meegan Amen as the sponsor on the UUFC (meegan@uw.edu).

- Both the UUFC approval (issued in email form) and the State of Washington Banquet Permit must be printed and posted at events to be in compliance.

- Please submit the ASR Form as soon as possible as there is a 1-3 day turnaround.

- The person submitting the request takes on the liability for the event and must remain present for the entire event.

- Any event in a UW facility where alcohol will be served, even those with just a few people and a bottle or two of wine/beer (such as a studio review), requires UUFC approval, completion of an ASR, and a State Banquet Permit. No alcohol is allowed in studios without the proper permits and paperwork.

- A State Special Occasion License is required if alcohol is to be sold at an event. See Shanna for more information.

The college will not approve ASR Forms submitted by students for general college/department events. Requests must be submitted by a faculty or staff member and they must remain present for the entire event. The college will continue to approve ASR Forms for student groups that are registered through the Student Activities Office.

We are grateful for your help relaying this information and enforcing this requirement with your students. We look forward to a great year of events and thank you for helping us keep our activities aligned with UW policies.