

Student Organization Guidelines on Alcohol

An officer or adviser of a registered student organization may request authorization to apply for a banquet permit to serve alcoholic beverages on campus. The name of the officer or adviser must be on file with the Student Involvement office. Alcoholic beverages may be served at on campus events if appropriate procedures are followed. The following are the University of Washington Tacoma's policy on serving alcoholic beverages for student groups and organizations. Serving alcoholic beverages at any on campus event requires a Washington State Banquet Permit and approval through the University of Washington Tacoma's UUF process. The following regulations apply:

1. Attendance must be limited to the host organization membership and invited guests.
2. Alcoholic beverages may be served only as complementary to and part of a planned program in a specific area identified on the banquet permit.
3. Alcoholic beverages may be served only to persons over 21 years of age.
4. If persons under 21 years of age are expected to attend the function, the sponsoring organization will be responsible for preventing minors from possessing or consuming alcoholic beverages.
5. Alcoholic beverages must be purchased and served by the authorized vendor. Event participants will not be allowed to bring their own alcoholic beverages.
6. Alcoholic beverages must be served by an authorized vendor with appropriate banquet permit.
7. Non-Alcoholic beverage and food options must be presented at no additional cost to event participants. The Non-Alcoholic beverage option must include water in addition to other non-alcoholic selections. The food option must be sufficient to serve each participant attending the event.
8. Alcoholic beverages may not be sold nor may donations be accepted for it.
9. Alcoholic beverages must be consumed within designated areas approved for the event.
10. The banquet permit must be posted in a conspicuous place on the premises at the time of the event.
11. The student organization adviser or approved faculty/staff designee must be present throughout events serving alcoholic beverages.
12. The university reserved the right to require UWT Campus Safety or additional security to monitor the event; added personnel cost will be the responsibility of the event organizer.

What This Means to Student Organizations

The general public may not be admitted to events serving alcoholic beverages, and advertising or ticket sales directed to the general public are prohibited. Event safeguards should include, but are not limited to entry controls for admission of invited members and guests only, to provide for identification of minors by the sponsoring organizations, and for supervision at the service bar.

Procedure for Serving Alcoholic Beverages on Campus

A Washington State banquet permit is required to serve alcoholic beverages at all on-campus events. The officer or adviser must complete an authorization to apply for a banquet permit. Signatures must be obtained through UWT's UUF process and then the Office of the Associate Vice Chancellor of Student Affairs. A permit can then be obtained from a Washington State liquor store. For complete procedures on timelines, you will need to contact UWT's RSO office, the appropriate facility reservations office, or the Office of the Associate Vice Chancellor of Student Affairs.

Alcohol Industry Co-Sponsorship

Acceptance of gifts or funds from alcoholic beverage distributors or companies for student organization activities requires prior review and approval by the University. This policy is in response to a change in state law passed by the legislature in 1986. The procedure requires completion of a review form which should be submitted to the university a minimum of four weeks prior to any planned activity. For a complete copy of the policy and procedure, contact the RSO Office.

Statement of Accountability

Each officer and adviser is accountable for all activities associated with an event serving alcoholic beverages. Any sanctions associated with events will be governed by appropriate due process proceeding of the university; students will be governed by the Student Conduct Code and university personnel will be governed by HR regulations.