

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 turn-around.
- 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.