

FOOD AND ALCOHOL POLICY

2025-26 Note: The department is not approving food/drink purchases until further notice.

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

Please notify Shanna Sukol well in advance before planning events that are open to the public

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

For official events, 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.) **Note that as a general rule, we do not recommend serving alcohol at events.**

Serving food that is **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 for any event that is open to the public (reviews, etc.).**

Timeline and additional details:

- 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.**
- 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.

*****Alcohol is not permitted in studios or classrooms under any circumstances*****

The UW Graduate School, in partnership with the Graduate and Professional Student Senate and the [Faculty Senate](#), asks all UW faculty to end the practice of students providing food for required meetings. Allowing students to make the decision about catering required meetings themselves is a false choice for them: many are concerned that they will be punished or judged harshly if they do not bring food/drink.

Please be aware that we have students dealing with [food insecurity](#); buying food for a required meeting is an undue burden (it is an undue burden even if they are not dealing with food insecurity). The practice creates a lot of [anxiety](#) for students.