

UNIVERSITY OF KANSAS ALCOHOLIC BEVERAGE REQUEST FORM

TO: Jeffrey Vitter, Provost and Executive Vice Chancellor

FROM: _____ Phone #: _____
(KU unit/organization contact)

Signature: _____

1. Sponsoring University unit/organization: _____

2. Date of event: _____ Day of week: _____

Time of event: _____ Time of beverage service: _____

3. Purpose of event (include specific information about how it relates to official University business and/or fundraising):

4. Location, including room #: _____

5. Expected attendance: _____

6. Alcoholic beverage(s) to be served: _____

7. Other beverage(s) to be served: _____

8. Will undergraduate students be present at this event? No _____ Yes _____
(Alcoholic beverage service normally will not be approved if undergraduate students are in attendance.)

9. Should the Public Safety Office be notified of this event? No _____ Yes _____
If yes, please give reason:

10. Person responsible for enforcing these requirements:
- a. That no alcoholic beverages other than those served by the staff of the Kansas Union will enter the designated area;
 - b. That no alcoholic beverages are carried outside the area designated for beverage service.

Signature: _____ Title: _____

Acknowledged:

Name and title of person responsible for approving the location named above Date

Acknowledged:

David Mucci, Director, KU Memorial Unions Date

Recommended/Not Recommended:

Jeffrey Vitter, Provost and Executive Vice Chancellor Date

Approved/Disapproved:

Bernadette Gray-Little, Chancellor Date

REGULATIONS FOR THE USE OF ALCOHOLIC LIQUOR AT UNIVERSITY EVENTS

Alcoholic liquor may be served only at approved events related to legitimate University functions held in Allen Field House (Booth Family Hall of Athletics, Donor Suites, and Naismith Room), Anderson Family Football Complex (Chancellor's Lounge, Wagnon Family Room and Gridiron Room), Anschutz Sports Pavilion, the Armitage Education Center at the Kansas Biological Survey Field Station, the Art and Design Gallery, Baehr Center (1120 W. 11th Street), Continuing Education Building (Commons and Patio areas), Eaton Hall (Carl Locke Atrium and Zimmerman Adam Dean's Suite), Edwards Campus (designated areas), Green Hall (Rice Room), Hall Center for the Humanities, International House (704 W. 12th Street), the Kansas and Burge Unions, Kansas Geological Survey (Moore, Parker, and Hambleton Halls), Lied Center, Lippincott Hall, Max Kade Center, Multidisciplinary Research Building, Murphy Hall, Museum of Natural History, Robert J. Dole Institute of Politics, School of Pharmacy, 2010 Becker Drive (Room 2040, the adjacent lobby/atrium, and the outdoor south patio garden area), Spencer Museum of Art, Spencer Research Library, Spooner Hall, Shankel Structural Biology Center, Summerfield Hall (School of Business Placement Center), all Scholarship Suites, including the Scholarship Suite at Hoglund Ballpark, and the Touchdown Club or home football game fundraisers (Memorial Stadium and designated parking areas); Watson Library (west end, third floor). Alcoholic liquor service in the Scholarship Suites and the Touchdown Club and in designated parking is not governed by the regulations that appear below but by the specific "Regulations Governing the Use of Alcoholic Liquor in the Scholarship Suites of Memorial Stadium and during Home Football Game Fundraising Events." (See Section II of the "Regulations Governing The Use of Alcoholic Liquor At University Events," KU Policy Library, <http://www.policy.ku.edu/>.) For events in other locations, observe the following guidelines.

- A. No liquor license will be held by the University of Kansas or by any units of the University. No sale of alcoholic liquor is permitted on the University campus.
- B. At all times, the serving of alcoholic liquor on the KU campus will be in compliance with the Kansas Liquor Control Act.
- C. All events on the University campus at which alcoholic liquor will be served must be approved by the Chancellor. A University unit or affiliated organization wishing to serve alcoholic liquor on campus must submit a detailed plan to the Provost and Executive Vice Chancellor for review prior to any public announcement, but in no case less than two weeks before the event. The Provost and Executive Vice Chancellor shall recommend to the Chancellor whether the event should be approved.
- D. Alcoholic liquor served at approved campus events must be provided by the group or organization hosting the event.
- E. The Kansas and Burge Union (Union) shall be the exclusive caterer of alcoholic liquor on campus. The Union shall provide all qualified personnel necessary for and have full control over dispensing alcoholic liquor at approved events. The Union may furnish, for a fee, all setups and services needed. The Kansas Union will adhere to the following definitions and regulations in its capacity as the caterer of alcoholic liquor:
 1. The terms used herein shall have the following meanings:
 - a) Events, as used in this policy, shall mean prearranged functions not advertised to the general public and limited in attendance to members of the sponsoring organization(s) and their guests.
 - b) Members -- Shall mean the basic makeup of the sponsoring organization.
 - c) Guests -- Shall mean the spouse of a member of a sponsoring organization and/or invited personal friends of a member in attendance.
 2. The length of pre-dinner alcoholic beverage service shall be determined between the sponsoring organization and the Union. A service period of between one hour and an hour and a half is advised.
 3. It shall be a responsibility of the Union to designate those areas in approved buildings that have appropriate and adequate facilities for the service of alcoholic beverages and for control of the patrons to be served.
 4. No alcoholic beverages other than those served by the staff of the Union may be dispensed.
 5. Members and guests of the sponsoring organization may not carry alcoholic beverages outside the area in which they are being served.
 6. The Union reserves the right to refuse alcoholic beverage service to any individual under the age of twenty-one or who appears to be intoxicated. Staff members in charge shall have this authority.
- F. Alcoholic liquor shall be defined as those beverages containing alcohol, including beer, wine, spirits, etc., but does not include cereal malt beverages. Unused quantities of alcoholic liquor shall remain the property of the host group or organization and will be removed from University property at the conclusion of the event. Nonalcoholic beverages and food must be provided at all events where alcoholic liquor is served.
- G. Alcoholic liquor service shall be available from 10:30 a.m. until midnight daily.

(This is a condensed version of the University's policy on serving liquor on campus. The full policy is available from the Office of the Provost and Executive Vice Chancellor, the Office of the University General Counsel, or the KU Policy Library at <http://www.policy.ku.edu/>.)