

**REQUEST FOR PERMISSION FOR SERVICE OF ALCOHOL**  
**IN AN APPROVED UNIVERSITY BUILDING**  
**FOR AN EVENT HOSTED BY A UNIVERSITY DEPARTMENT OR UNIT**

The serving of alcoholic beverages is permitted by the University of Utah on a case-by-case basis and must comply with Utah state liquor laws and the guidelines set forth herein. By completing and signing this form, you are requesting permission from the University to serve alcoholic beverages at your event. This form should be submitted for final approval by the cognizant Senior Vice President (signature #4) at least fifteen (15) days before your event. Initial approval should be obtained from the relevant campus Dean, Chair, or Director, then acknowledgment from the venue, followed by final approval from the cognizant Senior Vice President.<sup>1</sup> Permission, if granted, shall be evidenced by obtaining all the signatures required at the end of this document.

**\*\*\* NOTE: Service of alcohol may *ONLY* take place in spaces listed on the “Approved University Buildings” list included at the end of this form.**

1. University area: Main campus [ ] or Health Sciences [ ] (check one)  
Name of unit hosting the event: \_\_\_\_\_
2. Location, date, and time of the event where alcohol will be served:  
Location: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time (start and end): \_\_\_\_\_
3. Please describe the event (including its purpose and details) at which the alcohol will be served (note that alcohol is only allowed during social events, and not allowed where University business is taking place):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Identify the groups of individuals who will be invited (e.g. University faculty, staff, students, guests, non-University groups, invitees, attendees):  
\_\_\_\_\_  
\_\_\_\_\_  
  - a. Students who are minors should not be invited to attend events at which alcohol is served, except in special circumstances. Are you planning to invite any students who are minors (graduate or undergraduate) to your event? \_\_\_\_\_
  - b. If so, please explain the circumstances and your plan to ensure minors are not served alcohol at your event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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<sup>1</sup> For Main Campus, contact the Office for Faculty at [officeforfaculty@utah.edu](mailto:officeforfaculty@utah.edu), and for Health Sciences units, contact the Office of the Senior Vice President for Health Sciences at [OSVPHSSignature@hsc.utah.edu](mailto:OSVPHSSignature@hsc.utah.edu)

5. List the type of alcoholic beverages you plan to serve (e.g. wine, beer, or champagne):
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**ADDITIONAL REQUIREMENTS: PLEASE ACKNOWLEDGE BY CHECKING EACH BOX.**

- ☐ A Department of Alcoholic Beverage Services (DABS) certified server, employed by a catering or bartending company, will handle and serve all alcoholic beverages at your event. Your selected catering/bartending company is: \_\_\_\_\_
- ☐ The catering or bartending company has approved liquor liability insurance.
- ☐ No Employees of the University are allowed to serve any alcoholic beverages to any guest of your event.
- ☐ The event space must be closed to the public during your event and available only to your invited guests. In approved spaces with an open floorplan, arrangements must be made to ensure students and minors are prevented from entry.
- ☐ There may be no charge of any kind for alcoholic beverages served at the event. Cash bars are prohibited and no part of any ticket, admission, or registration proceeds collected from those attending the event may be used to purchase alcohol for the event.
- ☐ The University area / unit hosting the event must ensure that alcohol is not served to minors. *For example, a wristband system could be used to identify individuals who intend to drink alcohol and are age 21 or over.*
- ☐ No legislatively appropriated funds, funds from research grants or contracts, or tuition or fees (usually, but not limited to, funds 1001, 2500, 5000, or 6100) will be used to purchase the alcohol.
- ☐ No alcohol to be served at the event was donated by members of the alcoholic beverage industry.

Check either (a) or (b) below:

- ☐ (a) No University business will be conducted during the event.
- ☐ (b) Or, if your event includes both social and business portions, service of alcohol will only take place outside of University business hours (after 5:00pm), except for invitation-only museum exhibit openings, which are allowed during University business hours).

The University reserves the right to end alcohol service and/or the event at any time if we determine that any of the terms and conditions contained in this document have not been completely and fully complied with or if we determine at any time that any problems are arising in connection with the serving of alcohol at the event.

**Required Signatures (to be obtained in the order listed):**

- (1) University employee responsible for completing and verifying all information on behalf of University area / unit hosting the event:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature Date: \_\_\_\_\_

- (2) Approval of Dean (or equivalent for non-academic units) of unit hosting the event (only a Dean may sign for HS units):**

Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature Date: \_\_\_\_\_

- (3) Venue Acknowledgment (venue must be on Approved University Building list below):**

Venue: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature Date: \_\_\_\_\_

**For the venue coordinator: If the unit hosting the event reports to the SVP for Health Sciences, please send this form to [OSVPHSSignature@hsc.utah.edu](mailto:OSVPHSSignature@hsc.utah.edu) for final approval of the cognizant VP. For all other units please send this form to the Pending Alcohol Request UBox folder.**

- (4) Approval of Cognizant Vice President/Cabinet Member or his/her designee<sup>2</sup>**

Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Signature Date: \_\_\_\_\_

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<sup>2</sup> For questions on required signatures, Main Campus units should contact the Office for Faculty at [officeforfaculty@utah.edu](mailto:officeforfaculty@utah.edu), and Health Sciences units should contact the Office of the Senior Vice President for Health Sciences at [OSVPHSSignature@hsc.utah.edu](mailto:OSVPHSSignature@hsc.utah.edu).

**Approved University Buildings (or Spaces within Buildings)\***

**\*Service of alcohol at an event is always subject to written permission as required by this Request for Permission for Service of Alcohol form**

- Natural History Museum of Utah
- Utah Museum of Fine Arts
- Cleone Peterson Eccles Alumni House
- Rice-Eccles Stadium West Tower (not the stadium itself)
- Rice-Eccles Stadium South End Zone (not the stadium itself)
- Orangerie, Martha Ann Healy Rose House, and Visitors Center at Red Butte Garden
- Officer's Club (Ft. Douglas)
- Commander's House (Ft. Douglas)
- University Guest House
- The Pointe at Huntsman Cancer Institute
- Jon M. Huntsman Center Lounge
- Kingsbury Hall
- James Levooy Sorenson Molecular Biotechnology Building
- Law School Conference Center and Atria
- Eccles Broadcast Center
- Thomas S. Monson Center (formerly the Wall Mansion)
- Pierre Lassonde House (105 Fort Douglas Boulevard)
- Bill and Pat Child Family Community Hall in the Spencer Fox Eccles Business Building
- Crimson View