

ALCOHOLIC BEVERAGE AND REIMBURSEMENT PRE-APPROVAL REQUEST FORM
Lawrence and Edwards Campuses, University of Kansas

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

EVENT DETAILS:

1. Sponsoring University unit/organization: _____
2. Date of event: _____ Day of week: _____ Time of event: _____
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: Number: _____ Groups (circle all that apply): faculty, staff, students, spouses, public, other (please list): _____

PART A: ALCOHOLIC BEVERAGE REQUEST: Yes No (If no, skip this section and complete back.)

Approval required pursuant to the policy on [Alcoholic Liquor at University Events](#).

6. Alcoholic beverage(s) to be served: _____
7. Other beverage(s) to be served: _____
8. Time of beverage service: _____
9. Will undergraduate students be present at this event? No Yes
(Alcoholic beverage service normally will not be approved if undergraduate students are in attendance.)
10. Should the Public Safety Office be notified of this event? No Yes
If yes, please give reason:
11. Signature of the person responsible for enforcing the following 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: _____

REGULATIONS FOR THE USE OF ALCOHOLIC LIQUOR AT UNIVERSITY EVENTS

I. Alcoholic liquor may be served only at approved events related to legitimate University functions held in H. Use of alcoholic liquor is permitted only for approved events 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, 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, M2SEC Engineering Building (atrium, Transportation Research Institute Conference Room #535, and roof terrace), 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 outdoor south patio garden), Spencer Museum of Art, Spencer Research Library, Spooner Hall, Shankel Structural Biology Center, Stauffer Flint Hall (Richard C. Clarkson Gallery), Summerfield Hall (School of Business Placement Center), Wagnon Student Athlete Center (upper lobby, second floor; Dolph Simons Media Center) and Watson Library (west end, third floor).

II. Use of alcoholic liquor on the Edwards Campus is permitted only for approved events held in the following designated areas: Regents Center building—third-floor conference room, library, and second-floor vestibule area; Regnier Hall—administrative suite, executive conference room, hospitality room, main foyer (when classes are not in session), and second floor mezzanine area; BEST building—conference center, conference room (room 315), and main and east foyers. Alcoholic liquor must be provided by external caterers licensed to serve alcohol.

III. Alcoholic liquor service in DeBruce Center and all Scholarship Suites, including the Diamond Club Suite at Hogleund Ballpark, and the Touchdown Club, or home football games (Memorial Stadium and designated parking areas) is not governed by the regulations that appear below but by the specific regulations included in sections II, II, IV and V of the "Regulations Governing The Use of Alcoholic Liquor At University Events," found in the KU Policy Library at <http://www.policy.ku.edu/chancellor/university-events-liquor-regulations>.

For events at the locations listed in section I above, observe the following guidelines.

- A. The KU Memorial Unions (Union) shall hold a liquor license and shall be responsible for all alcoholic liquor service at those Lawrence campus-approved locations listed above.
- B. No sale of alcoholic liquor to individuals is permitted.
- C. At all times, the serving of alcoholic liquor on any university campus will be in compliance with the Kansas Liquor Control Act.
- D. All events on the University campus at which alcoholic liquor will be served or consumed must be approved by the chancellor or designee (provost and executive vice chancellor). A University unit or affiliated organization wishing to serve alcoholic liquor on campus must submit a detailed plan to the provost for review and approval prior to any public announcement, but in no case less than three weeks before the event. For campus-wide and athletic events, the provost shall recommend to the chancellor whether the event should be approved.
- E. The Union shall be the exclusive licensed caterer of alcoholic liquor on the Lawrence campus. The Union shall provide all qualified personnel necessary for and have full control over dispensing alcoholic liquor at approved events. The Union shall furnish, for a fee, all alcoholic liquor, setups and services needed. The Union will adhere to the following definitions and regulations in its capacity as the licensed caterer of alcoholic liquor:
 1. The terms used herein shall have the following meanings:
 - a) Events -- 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 individuals specifically invited by the sponsoring organization to attend the event.
 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. 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 policy on serving liquor on campus. The full policy is available at <http://www.policy.ku.edu/chancellor/university-events-liquor-regulations>.)