University Of Wisconsin-Madison Specific Alcohol Beverage Regulations
Frequently Asked Questions

In order to assist University employees and students in understanding the UW-Madison Alcohol Beverage Regulations, the following frequently asked questions have been developed. These are designed only to provide general guidance. Individuals with additional questions should contact the Office of Administrative Legal Services (OALS).

1. **How do I know if my event is considered a “University event”?**
   Determining whether an event is a "University event" to which the UW-Madison Alcohol Beverage Regulations apply requires consideration of several factors. Any of the following factors is generally considered sufficient to make an event a "University event":
   -- it takes place on University lands; or
   -- it is partially or completely paid for by University funds or uses University resources including student segregated fees or UW Foundation funds; or
   -- it is university-sponsored such as using the University logo or name, or a logo or name associated with the University, for promotion [e.g., "Bucky Badger's Beer Bash" or “Department of Physics Symposium”]; or
   -- attendance is required or encouraged as a condition of employment or study.

   A higher standard should be applied when undergraduate students will be in attendance at an event. When in doubt, assume your event is a "University event" and comply with the UW-Madison Alcohol Beverage Regulations or seek clarification from OALS (if you are an employee) or the Division of Student Life (if you are a student.) Specific scenarios have been developed to assist you in thinking about these issues.

2. **What if my University event is held off campus?**
   UW-Madison Alcohol Beverage Regulations apply to all University events regardless of location including those held outside of the United States.

3. **At what University events can alcohol be served?**
   Alcohol beverages can be served at events when in compliance with the UW-Madison Alcohol Beverage Regulations. Event planners are encouraged to consider carefully the decision to serve alcohol. While guests often simply expect that alcohol beverages will be served, alcohol can change the character and nature of an event. Alcohol should be considered an amenity and should not be served during business hours. Many times an event can better support the University mission and values when alcohol beverages are not served. Alcohol beverages should only be served at events when more than 2/3 of the anticipated attendees are expected to be of or above the minimum legal drinking age. In general, this means that alcohol beverages should not be served at events primarily attended by undergraduate students.
4. **What if my event is catered by a campus unit such as the Wisconsin Union or the Division of University Housing?**
   If the event is catered, event staff will work with you to ensure compliance with [UW-Madison Alcohol Beverage Regulations](#). When planning an event on campus, you are encouraged to work with one of these professional caterers to improve compliance and reduce your risk of unplanned consequences.

5. **Can I buy my own alcohol and serve it at my event to save money?**
   Units can procure and serve their own alcohol beverages if they obtain an [Alcohol Beverage Service Permit](#). The event must be less than two hours in length and be attended by no more than 50 people. A responsible employee who has completed the required campus training must sign the permit, be present at the event, and be responsible for the alcohol service, in compliance with the requirements listed here [UW-Madison Alcohol Beverage Regulations](#). The permit must be approved by both an authorized University official, in most cases the area Dean or Director, and by the facility. The [Alcohol Beverage Permit Checklist](#) has been developed to assist units in planning such events.

6. **What if my event is in an off-campus location and alcohol beverages are served by a caterer?**
   While you are expected to comply with all applicable [UW-Madison Alcohol Beverage Regulations](#) when an event is held off campus, you do not need to take any special actions. The licensed restaurant and/or professional caterer should follow procedures to ensure responsible service and prevent consumption by persons below the minimum legal drinking age.

7. **Can student groups serve alcohol?**
   Alcohol beverages should not be served at an event that is likely to be attended primarily by undergraduates. If more than 2/3 of the anticipated attendees are expected to be of or above the minimum legal drinking age, alcohol beverages may be served if the [UW-Madison Alcohol Beverage Regulations](#) and the [Student Organization Code of Conduct](#) are complied with. Student segregated fees may not be used to purchase alcohol beverages.

8. **What are the consequences of violating the campus alcohol policy?**
   Employees that violate [UW-Madison Alcohol Beverage Regulations](#) may be subject to disciplinary action. In addition, when an employee knowingly violates campus policies they may be considered acting outside of the scope of their employment and be held personally responsible for any consequences related to alcohol beverage consumption. Registered student organizations that violate policies may be subject to disciplinary actions such as suspension of their registration status. Students who violate the policy may be subject to disciplinary actions.
9. Can I collect money from attendees to fund alcohol beverages?
   Alcohol beverage sales are only permitted by campus caterers and other licensed establishments. Collection of money by other groups and individuals, a “cup” fee or door charge, is illegal. Events serving alcohol beverages with an Alcohol Beverage Service Permit may not charge attendees.

10. Who can I contact if I have questions about serving alcohol beverages?
   Employees can contact their department or divisional administrator or the Office of Administrative Legal Services (608-263-7400). Students may contact the Division of Student Life (608-263-5700 or dean@studentlife.wisc.edu).