

**UNIVERSITY OF WISCONSIN-MADISON  
FACILITIES USE GUIDELINES**

**SUBJECT:** Alcohol Beverage Service, Wisconsin Union

**FROM:** Union Council

**DATE:** February 15, 1988; December 4, 1980; February 18, 1969 (See also memo #10.5).

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Pursuant to General Administrative Code UWS 18.06 (13), Wis. Administrative Code and UW-Madison policy and regulations on alcohol beverage service which is considered an integral part of this policy (see memo #10.5), the Wisconsin Union will serve alcohol beverages to all persons legally entitled thereto subject to the following guidelines:

1. Alcohol beverage service may be provided at scheduled receptions, in conjunction with scheduled dinners, in dining rooms where waiter service is provided and in designated Wisconsin Union restaurants.
2. Non-alcohol beverages must be provided as an alternate selection whenever alcohol beverages are served. Depending upon the circumstances, food may also be required at the discretion of food service manager.
3. Alcohol beverage service hours may not exceed Madison city ordinances. Alcohol beverage service at scheduled special events may be served only after 4:30 p.m. Monday - Friday, and after 12 noon on Saturdays, Sundays, and holidays. Exceptions to these times may be made by the Director, Wisconsin Union.
4. The length of pre-dinner alcohol beverage service shall be determined between the sponsoring organization and the Union. A service period of no longer than an hour and a half is advised.
5. All alcohol beverages will be furnished and served exclusively by The Wisconsin Union. The Union food service director or his/her designated representative may authorize the procurement of specialty beverage items (e.g. special wines and champagnes) by catering customers for service at their events. This service is subject to corkage charges as determined by food service staff.

6. It shall be the responsibility of The Wisconsin Union to make proper identification of persons eligible to purchase or consume alcohol beverages, including proof of age when deemed necessary.
7. The Wisconsin Union will provide an alcohol awareness training program for all employees involved with the service of alcohol beverages. It will be the responsibility of the Wisconsin Union staff to exercise care and judgment in dealing with guests who exhibit an alcohol behavior problem.
8. Alcohol beverages served at scheduled events must be consumed within the area designated by the food service staff.