

University of Alabama at Birmingham – Office of the Provost

**ACADEMIC PROGRAMS
ALCOHOLIC BEVERAGE POLICY**

October 16, 1997

See also the UAB General Policy Regarding the Use of Consumption of Alcoholic Beverages.

Applicability

This Academic Programs Alcoholic Beverage Policy applies to all areas reporting to the Provost such as the following:

All academic schools
Joint Health Sciences departments and units
Graduate School
Mervyn H. Sterne Library
Lister Hill Library of the Health Sciences
Reynolds Historical Library
UAB Options
OADI Technology Center
Vice President for Student Affairs units (See also Attachment C)
Vice President for Planning and Information Management units
All other units which report to the Provost

Policy

The University of Alabama at Birmingham has established a general UAB-wide policy for serving alcoholic beverages. It is expected that all members of the UAB community are aware of that policy and will abide by it. Given this assumption, the Provost's Office has established this policy for occasions in which alcoholic beverages are served by units under the jurisdiction of the Provost. If an activity planned or sponsored by faculty, staff (in units reporting to the Provost), or students will include alcoholic beverages, it must have *prior* written approval of the department or unit head, dean (if applicable), and Provost (see Attachment B "Academic Alcoholic Beverages Approval Form"). Similarly, the location of the event must have been designated as an acceptable location for such events (see Attachment A "UAB Facilities In Which Alcoholic Beverages May Be Served By Academic Units"). Whenever such an occasion occurs within any unit reporting to the Provost, the following rules must be followed:

1. A "responsible person" must be designated for every function at which alcoholic beverages are served. That individual is responsible for ensuring that the UAB General Policy Regarding the Use and Consumption of Alcoholic Beverages is followed.
2. Alcoholic beverages will not be served to an individual who appears to be intoxicated or if there is reason to believe that the individual may be intoxicated.

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3. At such events, there must be a previously set time limit to the serving of alcoholic beverages.
4. At such events, there must be a bar attendant responsible for opening and closing the bar.

General Considerations

1. Additional, more restrictive policies regarding the serving of alcoholic beverages have been established for some UAB facilities, for example, the Great Hall. Events which are scheduled for those facilities also are subject to the specific policies covering the facility in which the event will take place. Similarly, UAB student groups planning events involving the serving of alcoholic beverages are subject additionally to the alcoholic beverage policy established by the Vice President for Student Affairs. (See Attachment C.)
2. Procedures must be established for functions attended by individuals below the legal drinking age to assure that such individuals do not receive alcoholic beverages.
3. Alcoholic beverages may not be served at functions where the majority of attendees are below the legal drinking age.

Attachments

The following items attached to this policy are a part of the policy but may be revised from time without affecting the policy itself:

- | | |
|---------------|---|
| Attachment A: | UAB Facilities in which Alcoholic Beverages May Be Served by Academic Units |
| Attachment B: | Academic Programs Alcoholic Beverages Approval Form |
| Attachment C: | Division of Student Affairs Policy Number SA I – 014 “Use and Consumption of Beverages Containing Alcohol.” |

Date: _____

Approved: _____

Provost

University of Alabama at Birmingham – Office of the Provost

Attachment A

**UAB FACILITIES IN WHICH ALCOHOLIC
BEVERAGES MAY BE SERVED BY ACADEMIC UNITS**

October 16, 1997

The following UAB facilities are authorized locations where dispensing and consumption of alcoholic beverages may take place:

1. Woodward Estate
2. Green and Gold Room (Bartow Arena)
3. The Board Room (Hill University Center)
4. Stephens Performing Arts Center
5. Reynolds Historical Library
6. Center for Advanced Medical Studies (CAMS)
7. Henley Room (Mervyn H. Sterne Library)
8. Great Hall (Hill University Center)
9. Marshall Conference Center
10. Clark Memorial Theater

Each event must obtain Provost Office approval, regardless of whether the facility already is pre-approved for hosting such events.

Attachment B

ACADEMIC PROGRAMS ALCOHOLIC BEVERAGES APPROVAL FORM

October 16, 1997

This academic programs approval procedure is based on the UAB General Policy Regarding the Use and Consumption of Alcoholic Beverages. If an activity planned or sponsored by faculty, staff, or students in any academic program contemplates the use of alcoholic beverages, the sponsors of that activity must receive *prior* written approval of the head of the department/unit/center; the dean of the school; the Vice President for Student Affairs if the sponsoring group or individual is a student organization or a student (see Attachment C for procedures related to the Student Affairs area); and the Provost or designee. Permission must be obtained through completion of the items on this form. Prior to the event, a copy of the completed form must be placed on file in the office of the responsible administrator, and a copy will be retained by the Provost's Office. The Provost may prohibit a function from serving alcoholic beverages if circumstances warrant.

1. Brief description of the type of function and sponsor of the function

2. Location of function (See Attachment A: UAB Facilities In Which Alcoholic Beverages May Be Served By Academic Units)

3. Types of individuals who will attend the function (faculty, staff, students, non-UAB guests, etc.)

Will any of the attendees be below the legal drinking age?

Explanation _____

4. Date(s) and hour(s) of the function _____

Time limits for the serving of the alcoholic beverages _____

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5. Names and Titles of UAB personnel who will be in attendance throughout the function and who will be responsible for the use of alcohol at the function. Normally, this is the person making the application for approval to serve alcohol at the function.

6. Name of the specific individual who will be responsible for actually dispensing alcoholic beverages at the function

7. Description of security arrangements for the function

I have read, and will abide by, the Academic Programs Alcoholic Beverages Policy and the UAB General Policy Regarding the Use and Consumption of Alcoholic Beverages.

_____/_____
Applicant Date Authorizing UAB Official /_____
Date

Provost Approval

Comments or restrictions for this event: _____

Approved: _____
Provost or Designee

Date: _____

Attachment C

POLICY STATEMENT
THE UNIVERSITY OF ALABAMA AT BIRMINGHAM
DIVISION OF STUDENT AFFAIRS

Subject: Scheduling and Use of Hill University Center Facilities

Source of Policy: Standing Operating Procedures for UAB Hill University Center

Supersedes Policy: 9/29/00

Originated By: _____ Date: _____
Title: Director of HUC Operations

Approved By: _____ Date: _____
Title: Assistant Vice President/Student Facilities
and Finance

Approved By: _____ Date: _____
Title: Vice President for Student Affairs

Approved By: _____ Date: _____
Title: President

GENERAL POLICIES

1. The scheduling of Hill University Center facilities will be done on a first-come, first-served basis according to the following priorities:
 - a. UAB-wide programs, committees, and recognized student organizations
 - b. Faculty, staff, and administration (for those professional organizations/affiliations whose activities are sponsored and coordinated by a UAB office or department).
 - c. Alumni
 - d. Non-UAB groups

Alumni and non-UAB groups may schedule Hill University Center facilities for activities which are professional, civic, or UAB-related in nature. Each request must be approved by the Assistant Vice President/Student Facilities and Finance. Scheduling by non-UAB groups is limited to one year in advance. All scheduling will be tentative until the Coordinator of Hill University Center Scheduling returns a confirmation form to the requester. (See Exhibit SA VIII-004-1). Non-UAB organizations will be assessed rental fees according to the schedule for Facility Rental Fees and Equipment Rental Fees (see appropriate sections below).
2. In order that appropriate accommodations may be provided, a seven-day notice is required for scheduling of a facility, except for Fourth Floor Meeting Rooms and First Floor Conference Rooms, two work days notice is required for these areas. Exceptions may be approved by the Director of Hill University Center Operations on an individual basis.

- Scheduling of events and activities for the following areas will be handled by the Hill University Center Scheduling Office using the Facility Reservation Request Form (Exhibit SA VIII-004-2):

Alumni Auditorium	Fourth Floor Meeting Rooms
Great Hall Meeting Rooms	Plaza

All other areas in the building will be scheduled by the various departments (for example, conference rooms within suites). It is the responsibility of the department to notify the Scheduling Office of events occurring after normal office hours so that access information can be included on the various building operation reports.

For reservations involving food and beverage service, arrangements for related services must be made through the designated caterer, in addition to requesting the facility through the Hill University Center Scheduling Office.

- Regular use of Hill University Center facilities and equipment (that is, meetings, lectures, etc.) will be made available without cost to UAB committees, recognized student organizations, faculty, staff and alumni. Special requirements and equipment for banquets, dances, etc., may result in fees being required. Special or extra expenses to UAB may be assessed against organizations using and requesting additional services or requesting extension of normal building hours. See appropriate sections for fee schedules.

Meetings, seminars, etc., for which registration fees or admission are charged will be assessed a fee of \$50.00 for the use of the meeting rooms, the Great Hall, the Auditorium, or the Fourth Floor. Any waivers of this fee must be approved prior to the event by the Assistant Vice President/Student Facilities and Finance. Currently, recognized UAB student organizations and UAB-wide student programs are exempt from this fee. Teleconferences in the Auditorium for which registration fees are charged will have fees assessed according to the teleconference rates found later in this policy.

- Groups requesting an audio-visual technician to be present will be assessed a fee according to the schedule for Equipment Rental Fees (see below).
- All catering in the Hill University Center will be provided by the designated caterer. Use of other caterers is prohibited. Individuals and groups are prohibited from bringing their own food, soft drinks, punch, coffee, etc., to be served at events.

Student organizations and UAB-wide student programs may request an exception to using UAB Catering during evening and weekend hours when less than 75 people are attending. Only "light" refreshments are allowed. Complete policies and procedures for catering and catering exceptions are contained in Student Affairs Policy SA VII-024.

- The possession or consumption of alcoholic beverages in the public areas of the Hill University Center is prohibited. Special arrangements may be made for serving alcohol in the privacy of leased space. A \$50.00 leasing fee will be charged to UAB groups, whereas non-UAB groups will pay any applicable rental fees. The lessor is responsible for complying with the UAB General Policy Regarding the Use and Consumption of Alcoholic Beverages and the related Student Affairs policies. The request form permitting the use of alcohol must be completed, and approval must be obtained. These policies and the special request form are available at the Scheduling Office and the Assistant Vice President/Student Facilities and Finance office.

UAB Policy must be provided for the event and costs must be paid by the lessor. Security must be arranged through the Office of Student Leadership, Hill University Center, Room 440.

- Individuals or groups are responsible for the behavior of their members and guests.
- Individuals or groups will be responsible for any damage to, or theft of, any Hill University Center property. Damages will be charged to the individual(s) or group(s) responsible.

10. All decorations and equipment used in events must be removed no later than two hours after the event has ended unless an extended time limit has been approved in writing by the Director of Hill University Center Operations prior to the event. Special electrical needs, telephones, water sources, and other unusual needs for events must be approved by the Director of Hill University Center Operations. Special charges may be assessed for labor and equipment.
11. The use of the Hill University Center facilities for personal/family social functions such as weddings, family reunions, family birthday celebrations, etc., is not permitted.
12. Solicitation areas at the Hill University Center will be limited to three locations in the Main Lobby, one location in the Bookstore Lobby, and ten locations on the plaza. Recognized student organizations and UAB offices/departments will be permitted to schedule a solicitation area in any of these locations for a maximum of five days each term. Once the maximum number of days has been used, the requesting group may continue to schedule a table one day per week for any week(s) remaining in the term on a week-by-week basis. The request will be held until the Thursday before the week requested. If available space exists the request will be considered and a confirmation will be mailed to the requestor. Pending reservations will be prioritized by the dates on the reservation request form. If more than one pending request is being held, the request(s) with the earlier date(s) will be honored first until all available locations have been scheduled.

Organizations and departments participating in New Student Orientation activities fairs will not have their participation in this type activity count as a solicitation date.

13. Posters may be displayed on easels in lobby areas. Prior approval must be received using the Facility Reservation Request form. A poster may be displayed for a maximum of five days each term. Once the maximum number of days has been used, the requesting group may continue to schedule an easel one day per week for any week(s) remaining in the term on a week-by-week basis. The request will be held until the Thursday before the week requested. If available easel space exists, the request will be considered and a confirmation will be mailed to the requestor. Pending reservations will be prioritized by the dates on the reservation request form. If more than one pending request is being held, the request(s) with the earlier date(s) will be honored first until all available locations have been scheduled. Each individual or organization is responsible for the removal of the poster at the end of the fifth day, otherwise the poster and any backboard it is attached to will be discarded by Hill University Center Operations staff. Posters displayed on easels on the outside of the building are limited to the day of the event and must be removed at the end of the event by the requestor. Continued failure to remove posters by the requestor may result in the loss of display privileges.
14. Use of display spaces in the elevators is outlined in Policy SA VIII-023.
15. Any exception to these procedures must be approved by the Assistant Vice President/Student Facilities and Finance or the Director of Hill University Center Operations. Exceptions may be forwarded by either of these individuals to the Vice President for Student Affairs for review and approval.

GREAT HALL

1. In order that appropriate accommodations may be provided, a seven-day notice is required for scheduling rooms in the Great Hall. Exceptions may be approved by the Director of Hill University Center Operations or the Assistant Vice President/Student Facilities and Finance on an individual basis.
2. UAB security must be provided as required in the Hill University Center Policy for Use of the Great Hall for Fundraising Events and Open Social Activities for groups sponsoring activities in the Great Hall.
3. Recognized student organizations and UAB groups may schedule one fundraising/open social activity per term in the Great Hall (that is, discos, dances, parties, etc.). A second fundraising open social activity may be scheduled during a term pending availability of the Great Hall. Requests for scheduling the second event may not be submitted until 30 days before the requested date.

4. Non-UAB groups are not permitted to use the Great Hall for fundraising social activities or for activities such as dances, proms, formals, etc.

FOURTH FLOOR MEETING ROOMS

1. In order that appropriate accommodations may be provided, a two working day notice is required for scheduling Fourth Floor Meeting Rooms. Exceptions may be approved by the Director of Hill University Center Operations on an individual basis.
2. Meeting rooms will remain in standard set-up form. Any exceptions must be approved by the Scheduling Office. Requests for additional tables for refreshments and/or registration must be made on the Facility Request Form.
3. For groups requesting classroom or U-shape set-ups, the Fourth Floor Meeting Rooms will be booked first before using the Great Hall.

PLAZA

1. In order that appropriate accommodations may be provided, a one-working-day notice is required for scheduling the HUC Plaza space for group activities (concerts, stepping, etc.) and solicitation/recruiting purposes. Exceptions may be approved by the Director of Hill University Center Operations on an individual basis.
2. Only recognized student organizations, UAB-wide Student Programs, and UAB departments will be permitted to schedule this space. Vendors/outside groups will not be accommodated.

The following procedures must be followed when using the area with a table for solicitation/recruiting purposes:

- A. Upon arrival, a representative from the group must go to the Information Center or Scheduling Office to let the Operations staff know that the group is ready for the table to be set up.
- B. Only one table and no chairs will be given per group. The table must be staffed at all times.
- C. The group must keep papers, fliers, etc., from blowing across the plaza.
- D. In the event of inclement weather, groups will not be able to have a table.
- E. When a group is ready to leave, a representative from the group will need to alert the Information Center or HUC Scheduling Office so that the table may be put away.
- F. Each group will need to clean its area of debris.

RESERVING HILL UNIVERSITY CENTER EQUIPMENT

1. Requests for audio-visual equipment should be included on the Facility Reservation Request Form (Exhibit SA VIII-004-2) at the time it is completed. Requests made after the form is completed must be in writing to the HUC Scheduling Office, Room 125, Hill University Center.
2. All equipment must be used within the Hill University Center or on the immediate grounds. Equipment is not available for use in individual offices or suites. Removal of the equipment from the facility or grounds for any reason is strictly forbidden.

3. Requests for the set-up and use of any audio-visual equipment (including public address systems, slide and overhead projectors, video players/recorders, etc.) in the Hill University Center should be made at least one calendar week in advance of the scheduled event. Attempts will be made to accommodate requests made less than one week prior to the scheduled event, but accommodation of such requests cannot be guaranteed because audio-visual technicians employed by the Hill University Center are full-time students and their time is scheduled around their classes. Groups requesting an audio-visual technician to be present will be assessed a fee according to the schedule for Equipment Rental Fees.
4. Microphones/portable sound systems are not provided for setups in one room.
5. Any organization, group, or individual using Hill University Center equipment that does not require UAB - provided audio-visual technicians is responsible for such equipment and any damages to it.
6. Hill University Center equipment will be made available without cost to the UAB community unless noted as "fee required" on the Equipment Rental Fees schedule.
7. Non-UAB persons or organizations will be assessed a rental fee for use of any equipment listed in the Equipment Rental Fees schedule.

ALUMNI AUDITORIUM TELECONFERENCE RENTAL

1. All teleconferences scheduled in the Alumni Auditorium must be educational and non-profit in nature. A brief written summary outlining the program and supporting material from the originating source must be provided at the time the reservation request is submitted.
2. In order that appropriate accommodations may be provided, reservations must be made at least seven days in advance through the HUC Scheduling Office, Room 125, Hill University Center.
3. Food service in the Alumni Auditorium is limited to refreshments (coffee, soft drinks, punch, cookies, donuts, etc.). All food service must be provided by the designated caterer.
4. Payment is required five days in advance of the event to continue the confirmation of the reservation.
5. All groups are subject to the fees listed below. No waivers will be considered.

TELECONFERENCE RENTAL FEES

UAB Groups

\$100.00	Minimum charge up to four hours for Equipment/AV Tech*
20.00	Phone Line Charge**
\$120.00	Total

*For programs longer than four hours, \$25.00 per hour or fraction thereof.

Non-UAB Groups

\$350.00	Rent (Duration of program up to a maximum of eight hours)
100.00	Equipment/AV Tech (Duration of program up to a maximum of eight hours)
20.00	Phone Line Charge**
\$470.00	Total

**Minimum phone line charge. If long distance charges exceed \$20.00, requestor will be billed after the event.

HILL UNIVERSITY CENTER FACILITY RENTAL FEES FOR NON-UAB GROUPS

1. Charges for rental are for the duration of a program up to a maximum of eight hours.
2. Rental Fees:

Great Hall	\$300.00
Meeting Rooms A,B,C,D	75.00 each
4 th Floor Meeting Rooms	75.00 each
Alumni Auditorium	350.00
Conference Room 133	50.00
Lobby Areas	30.00
Plaza/Patio Areas	100.00

3. Special Requirement Fees
 - a. Extension of Facility Hours (\$25.00 per hour or fraction thereof)
 - b. Special Labor and Equipment (Assessed at time of usage)
 - c. Security Charges (Where required)

HILL UNIVERSITY CENTER EQUIPMENT RENTAL FEES FOR NON-UAB GROUPS

Slide Projector.....	\$15.00
Overhead Projector.....	15.00
Video Projector.....	50.00
Cassette Recorder.....	5.00
16mm Projector.....	20.00
Portable Movie Screen.....	5.00
Laser Pointer.....	20.00
Video Tape Player/Recorder/Monitor.....	30.00
Portable Blackboard/Wipeboard.....	5.00
Stationary Movie Screens and Blackboards.....	No Charge
Sound Systems contained in facility.....	15.00
Carry Voice.....	15.00
Portable Sound System.....	See Policy

HILL UNIVERSITY CENTER EQUIPMENT RENTAL FEES FOR ALL GROUPS

- Use of Auditorium 16mm Projectors.....Prevailing hourly rate
(min. charge four hours)
- Audio-visual Technician.....Prevailing hourly rate
(min. charge two hours)