


July 17, 2018

MEMORANDUM

To: University Community
From: Robert A. Underwood, President 
Re: **Alcohol on Campus**

The University has a No Alcohol on Campus Policy. Exceptions are made for external events held on campus where vendors who intend to sell/serve alcohol are required to obtain their own alcohol permits. There may also be exceptions made during University events where the serving of alcohol is permitted upon request, following a specifically defined process and after approval by the President. It has come to the University's attention, after a recent meeting with the Alcoholic Beverage Commission (ABC) Chairperson, that the University is required to obtain a temporary license for the serving of alcohol at these events.

This means completing the Department of Revenue and Taxation form "Non-Profit Organization Application for Temporary License" which allows for the serving of alcohol for up to ten (10) different occasions, listing the location and dates, and which requires notarization. This could be done on a semester or yearly basis. It also requires that whoever is serving the alcohol possess an alcohol seller/server license, which can be obtained after attendance at an approved ABC training site, such as Guam Community College (GCC), which holds a 3-hour workshop addressing the responsibilities of the alcohol seller/server. Some of you may already hold these "server cards". Otherwise, designated employees/persons will need to attend this workshop to comply with Public Law No. 32-51, the Responsible Alcohol Sales and Service Act.

Should the University wish to serve alcohol at a designated facility (e.g., the Student Success Center), the University would be required to apply for a regular alcohol permit to serve at that designated facility. An alternative would be to try to change the law to exempt the University from obtaining these types of licenses, but which would not be achieved in the short term.

In the meantime, if your college/school/department/unit intends to hold future events where alcohol will be served, you must timely notify the Administration so that the University complies with the law, in addition to complying with the University's own internal procedures and approvals.

Thank you for your consideration and cooperation.