REQUEST FOR PERMISSION TO SERVE ALCOHOL
AT A UNIVERSITY-SPONSORED EVENT

If you wish to serve alcohol at a University-sponsored event, please read the Guidelines for Serving Alcohol at University-Sponsored Events (August 1, 1996), and complete this form. The completed form must be signed by the Department Chair or Director of the Sponsoring unit, the appropriate College or School Dean, and the Provost.

NAME OF SPONSORING UNIT____________________________________________________
CAMPUS ADDRESS__________________________________________________________

NAME OF CONTACT PERSON____________________________________________________
TELEPHONE #_________________ EMAIL ADDRESS __________________________

LOCATION OF EVENT__________________________________________________________
If outdoors, what steps will be taken to control access?__________________________________________________________

DATE, TIME, AND DURATION OF EVENT___________________________________________
Receptions followed by a meal may last no longer than one hour; receptions not followed by a meal may last no longer than two hours.

BRIEFLY DESCRIBE THE EVENT AND SPECIFICALLY IDENTIFY THE GROUP TO BE INVITED
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Will invited guests include individuals under the age of 21?  Yes____  No____
   If yes, how will these guests be identified?_____________________________________
   Briefly describe steps that will be taken to ensure that no one under the age of 21 is served alcohol.___________________________________________________________
   _________________________________________________________________________

2. Will the alcoholic beverages be dispensed by a professional bartender?  Yes___  No___
3. Will there be any self-service of alcohol?  Yes____  No____
4. Will a sufficient quantity of alternative, non-alcohol beverages be available?  Yes___
   No___
5. Will a sufficient quantity of substantial, wholesome food be served?  Yes___  No___
_____________________________________________________________________________
_____________________________________________________________________________

_______________________Date_____  _________________________Date______
Department Chair or Director of College or School Dean
Sponsoring Unit

_______________________Date_____
Provost

September 9, 1997