

**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 _____
Department Chair or Director of
Sponsoring Unit

Date _____
College or School Dean

Date _____
Provost

September 9, 1997