

## ALCOHOL REQUEST FORM

**NOTE: Use the tab key to navigate from one text field to the next. Fields will automatically wrap if necessary.**

Please complete this form at least two weeks prior to your event and return to reservations to allow for adequate review and approval.

Event Name:

Event Date:

Event Location:

Event Time:

Confirmation #:

Description of types of alcohol to be served and the manner in which it will be served:

Description of non-alcoholic beverages and food to be served:

Will minors be present? Yes  No

If yes, please list the ages and number of children between the ages of 11<sup>-20?</sup>

Please read the Alcohol Policy below before signing.

1. The focus of the event must be the event itself rather than the alcohol. Alcohol service should never be the purpose of the event, but rather decorous in nature to enhance the program.
2. This request must be approved prior to the event of any advertising of alcohol service associated with the event.
3. The alcohol service is pending until the Campus Contract Administrator or his/her designee approves this request.
4. The University Dining Service is the only authorized vendor to sell and serve alcohol on the campus (except for the Weidner Center). Arrangements should be confirmed with the Catering Supervisor once the request is approved.
5. Alcohol is only allowed in the room or area in which it is served, and alcohol service must end at least 1/2 hour prior to the predetermined event end time.
6. All advertising must be decorous in tone and must not emphasize alcohol in larger letters or in a bold manner. The event should be the main focus of the advertising.

ALCOHOL REQUEST FORM

Page 2

- 7. Age eligibility checking shall be enforced where alcoholic beverages are being served, and measures shall be taken to reduce the possibility of alcohol abuse and misuse. For student programs, wrist banding will be required so that underage students can be permitted in areas and at activities where alcohol is being served.
- 8. The Campus Event Security Policy may require approved security personnel to be present during the event. You will be informed prior to your event if this is applicable, and you may be charged for this service.
- 9. A non-alcoholic beverage must be offered. The serving of appropriate food and snacks is strongly encouraged. Unlimited consumption of alcohol for a fixed fee is not permissible and no event shall ever include any form of a "drinking contest" or forced consumption of alcohol.
- 10. Fees charged for the event cannot include the cost of alcoholic beverages if they are the main beverage to be served.
- 11. Sponsoring organizations and individuals are responsible for the actions of their members and guests, and must (to the best of their abilities) monitor that they are not abusing or misusing alcohol or the facilities.

I have read the Alcohol Policy and agree to comply. I understand that a violation of this policy may result in the revocation of University privileges and may result in disciplinary action.

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Your Alcohol Request is: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Comments:

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Please contact the University Union Director @ 465-2090 if you have questions pertaining to this decision or the alcohol policy. Please contact the University Dining Catering Supervisor at 465-2715 to confirm the necessary arrangements if your request has been approved.

Authorizing Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- cc: UDS Catering Supervisor (1)
- Union Reservations (1)
- Union Director (1)
- Customer (1).