

**REQUEST TO SERVE ALCOHOLIC BEVERAGES FOR EVENTS SPONSORED BY RECOGNIZED STUDENT ORGANIZATIONS**

- Only recognized student organizations may apply.
- Requests must be submitted and approved two (2) weeks prior to the scheduled event. (Please allow 7 to 10 business days prior to approval deadline to complete processing.)
- Applicants must review and comply with the Alcohol Policy and Procedures under the "Guidelines for Events Sponsored by Recognized Student Organizations" in the Student Handbook.
- Student organizations will be assessed the cost of out-of-pocket charges for security, other than routine housekeeping services, grounds keeping, and damages. Charges for events held in the University Center for routine housekeeping and night managers will be absorbed by the University Center.

Organization Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_ Event Location: \_\_\_\_\_

Event Chairperson: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Number of People Attending: Under 21 \_\_\_\_\_ Over 21 \_\_\_\_\_

Funding Source (Attach a copy of a detailed budget for the event. The budget must show all income/expenses and must be approved by the faculty advisor. \_\_\_\_\_

Type of Alcohol to be served: Beer \_\_\_\_\_ Wine \_\_\_\_\_ Other \_\_\_\_\_

How will you advertise (i.e. posters, flyers, radio broadcasts, etc.): \_\_\_\_\_

What arrangements will you make for cleanup and trash removal: \_\_\_\_\_

**SIGNATURES REQUIRED FROM THE FOLLOWING:**

University Dining Services \_\_\_\_\_  
University Police \_\_\_\_\_

COPIES OF WORK ORDERS REQUIRED FROM THE FOLLOWING (Please attach copies):  
\_\_\_ Grounds \_\_\_ PIC Team \_\_\_ Physical Plant \_\_\_ Public Relations \_\_\_ Other: \_\_\_\_\_

SIGNATURES BELOW INDICATE THAT YOU HAVE AGREED TO BE AT THE EVENT FOR THE DURATION AND HAVE REVIEWED THE PLANS FOR THE ACTIVITY.

X \_\_\_\_\_  
Faculty Advisor

X \_\_\_\_\_  
Organization President

X \_\_\_\_\_  
Social Chairperson

**APPROVAL REQUIRED FROM THE FOLLOWING:**

X \_\_\_\_\_  
Heather Holmes, Director  
Student Organizations, Activities & Leadership