

REQUEST FOR PERMISSION TO SERVE ALCOHOL AT COLLEGE EVENT

Requesting Faculty or Staff Sponsor: _____ **Phone:** _____

Date of Event: _____ **Time of Event:** _____ **Location:** _____

Students in Attendance:

_____ **Yes (Requires approval of the Vice President for Student Life/Dean of Students)**

_____ **Yes (If related to Academic Affairs, also requires approval of VPAA)**

_____ **No (Requires approval of the President)**

Brief Description of the Event:

Name of Third Party Vendor with Appropriate License _____

Phone Number/Contact Information for Third Party Vendor (Attach License) _____

List the food and non-alcoholic beverages that will be present:

I have read the "Policies and Procedures for Events with Alcohol" and understand what is required.

Signature of Faculty or Staff Sponsor

Conditions of Approval _____

Signature(s) for approval:

President

SVP/Dean of Students

VP for Academic Affairs

cc: Public Safety, Student Life, Academic Affairs, Facility Operations