



**Alcohol Clearance Request Form
"Non-Students"**

Group Name: _____ **Title of Event:** _____

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

Event Hours: _____ **Estimated Attendance:** _____ **Beverages Served:** _____

Event Host: _____ **Sponsor:** _____

IN APPLYING FOR PERMISSION TO SERVE ALCOHOL AT THE ABOVE DESCRIBED EVENT, WE ASSURE THE UNIVERSITY ADMINISTRATION THAT:

- Attendance shall be limited to members of our group and invited guests and not open to the general public
- The host and/or sponsor shall be responsible for compliance of all applicable laws, regulations and University policies regarding the serving and consumption of beer and wine
- Adequate controls shall be maintained to ensure that all persons served alcohol are at least twenty-one (21) years of age
- No person obviously intoxicated shall be furnished, served or given an alcoholic beverage
- The serving of alcohol shall not exceed three (3) hours
- Food and non-alcoholic beverages will be available
- Consumption and service of alcohol will be in the facility designated for the event
- Where danger or potential danger to persons or property is imminent, the event may be cancelled by an appropriate university official and the University Police Department, at their sole discretion
- If there is a direct or indirect sale of alcohol such as selling tickets for entrance, selling drink tickets or chits which may be exchanged for drinks; or other methods of charging which are determined by the number of drinks served to an individual or any type of consideration exchange between the host organization and attendees, the attached application form must be signed by the Chief of University Police. The application must then be taken to the Department of Alcohol Beverage Control for a temporary alcohol beverage license.

_____ AUTHORIZED SIGNATURE OF EVENT HOST	_____ DATE
_____ PLEASE PRINT NAME	

<i>THE FOLLOWING SIGNATURES ARE REQUIRED FOR APPROVAL:</i>	
_____ CHIEF OF UNIVERSITY POLICE	_____ DATE
_____ RISK MANAGER, ENTERPRISE RISK MANAGEMENT	_____ DATE