

Request for Use of Alcohol Form

I. POLICY: The use of alcohol in facilities and at events under the supervision of the University Corporation is permitted pursuant to the University policy on the Use of Alcohol and Illicit Drugs (http://www-admn.csun.edu/vp/policies/900_oversight/900-06-policy.pdf). All other use of alcohol in University facilities or off-campus at University sponsored events is prohibited unless approved by the appropriate Vice President (or designee), the President's Chief of Staff, or the Executive Director (or designee) of the University Corporation, who shall consider requests from off-campus groups.

II. PROCEDURE: Review the University Policy on the Use of Alcohol and Illicit Drugs prior to initiating this request. The Request for Use of Alcohol form must be submitted to the appropriate approving officer(s) no later than 10 working days prior to the event. A copy of the approved Request form must be sent to the [Director of Police Services](#) and the [University Risk Manager](#) prior to the date of the event, and must be kept on the premises during the event. Instructions for completion of this form are provided on back.

III. EVENT INFORMATION:

Event Sponsor: _____ Day Phone: _____ Event Date: _____

Event Representative: _____ Cell Phone: _____ Email: _____

Event Title: _____ Event Purpose: _____

Location: _____ Expected Number of Attendees: _____

Including, Students Faculty Staff

Name of entity to which an ABC License has been issued for this event, if required: _____

(Please attach a copy of this license)

IV. ALCOHOL TO BE SERVED:

What alcoholic beverages are you requesting to serve? _____

Alcoholic beverages will be provided: No Cost For Sale

Will alcoholic beverages be served by individuals with formal training concerning the responsible service of alcohol? (e.g. TIPS Program)?

YES NO

If not, explain the measures that will be taken to insure that alcohol is consumed only in accordance with University policy:

V. CERTIFICATION:

I hereby certify that I have read the University policy on the use of alcohol and illicit drugs (http://www-admn.csun.edu/vp/policies/900_oversight/900-06-policy.pdf). I further certify that I will be in attendance at the above event and will be responsible for insuring its compliance with the Alcohol Use policy.

Signature of Responsible Event Representative: _____ Date: _____

VI. APPROVALS:

Dean or Director: _____ Date: _____

VP/Chief of Staff: _____ Date: _____

Executive Director, TUC: _____ Date: _____