



# Request for Use of Alcohol Form

## I. POLICY:

Alcoholic beverages may be served at events scheduled in the University Student Union (USU) and Satellite Student Union (SSU) only with prior approval from the Meeting Services Office. Alcoholic beverages are limited to wine, champagne, and beer. The serving and consumption of alcoholic beverages shall be permitted only in the area(s) designated for the scheduled event. The sale of alcoholic beverages within the USU and SSU is strictly prohibited. The service of alcoholic beverages in the Pub Sports Grill by any entity other than The University Corporation (TUC), as the holder of the liquor license, is strictly prohibited. Event clients shall comply with all University Administrative Procedures regarding the use of alcoholic beverages on campus.

## II. PROCEDURE:

- Complete all sections of the Request for Use of Alcohol form, including appropriate attachments.  
Submit the signed form to unit dean or director for approval, if applicable.  
a. Officially recognized student clubs and organizations must obtain approval from the Matador Involvement Center.
- The completed and signed form must be submitted to the Meeting Services Office at least twenty (20) business days prior to the event date.
- If the alcoholic beverage service is to be provided by an entity other than TUC, a single event license must be secured through the California Department of Alcohol Beverage Control. The USU accepts license 58 – Caterer's Permit only.
- The Meeting Services Office will forward a copy of the approved Request for Use of Alcohol form to the University Risk Manager and Director of Public Safety.

## III. EVENT INFORMATION:

EVENT SPONSOR	EVENT DATE	DAY PHONE	RESERVATION ID
EVENT REPRESENTATIVE	E-MAIL		CELL PHONE
EVENT TITLE	EVENT PURPOSE		
LOCATION	EXPECTED NUMBER OF ATTENDEES	ATTENDEES INCLUDE	<input type="checkbox"/> STUDENTS <input type="checkbox"/> FACULTY <input type="checkbox"/> STAFF <input type="checkbox"/> PUBLIC
NAME OF ENTITY TO WHICH AN ABC LICENSE HAS BEEN ISSUED FOR THIS EVENT, IF REQUIRED (PLEASE ATTACH A COPY OF THE LICENSE)			

## IV. ALCOHOL & NON-ALCOHOL TO BE SERVED:

What alcoholic beverages are you requesting to serve?  Beer  Wine  Champagne

Alcoholic beverages will be provided:  No cost  For sale (this service can only be provided by TUC)

Will alcoholic beverages be served by individuals with formal training concerning the responsible service of alcohol? (e.g. Tips program)  Yes  NO (IF "NO", A LETTER REQUESTING AN EXCEPTION TO THIS POLICY MUST BE ATTACHED)

What food and non-alcoholic beverages will be provided?

## V. CERTIFICATION:

I hereby certify that I have read the USU Alcohol Service Policy and Procedures. 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, USU/DESIGNEE

\_\_\_\_\_  
DATE

OFFICE USE ONLY	RECEIVED:	ACCEPTED BY:
-----------------	-----------	--------------

