

Student Organization Request to Use Alcoholic Beverages on University Property
UNIVERSITY OF MISSOURI-ST. LOUIS
(Alcohol Form #3)

Contact Information

Today's date: _____	Date of Event: _____		
Organization Name: _____			
Event Coordinator: _____			
Coordinator's Address: _____			
<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip Code</small>
Coordinator's Phone Number: _____ () _____		<small>Area Code</small>	<small>Phone Number</small>

POLICY:

- As a general policy, alcohol may not be served at any event. Permission to serve alcohol at an event will be viewed as an exception to the policy. Requests to serve alcohol will be examined on a case-by-case basis.
- All persons attending the event must comply with applicable federal, state and University regulations. (The legal age to consume alcohol in Missouri is 21. The University reserves the right to request proof of age of any person being served.) Alcohol may be served no later than one hour preceding the scheduled end time.
- According to University regulations, organizations with a substantial number of members under the age of 21 (75%), shall not permit the drinking or serving of alcoholic beverages at any social function or meeting. The student organization should submit along with this form a roster of membership for all members including: first name, last name, ID number, and birth date.
- The organization's advisor and president or designee must be present at the event and assume the responsibility that minors will not be served alcohol. The advisor and president or designee will also be responsible for the conduct of all persons attending the event.
- The organization advisor or responsible administrative professional will be required to be present for the duration of the event.
- The student organization's advisor will be considered the sponsor of the event and will be responsible for ensuring that University regulations and state laws governing use of alcoholic beverages are upheld.
- If permission is granted, the organization's president must notify all members of the organization that alcoholic beverages available at the event may not be served to or consumed by minor members of the organization. This will not be considered a violation of the marketing guidelines found below.
- To demonstrate responsibility and concern for legal liability, the student organization is required to provide non-alcoholic beverages and food at an event where alcoholic beverages are available
- Liquor license mandates that all alcoholic beverages must be purchased and served by the University's contracted food services. There will be a charge for this service.
- There is a two drink limit.
- Arrangements must be made with the University Police to provide security. The student organization is responsible for paying the cost of security for the event.

PROCEDURE:

- The organization's President, Advisor, facility's director or designee, Associate Director of Student Life, and the Vice Provost for Student Affairs must approve the request.
- This form must be completed, including advisor's signature, and forwarded to the Associate Director of Student Life at least 21 days prior to the event. The Associate Director will submit to Vice Provost for Student Affairs for approval.
- A "Request to Use University-Administered Funds to Purchase Alcohol for University Sponsored Event" form must be submitted at the same time if SABC budget money is going to be utilized.
- If approved, this form will be forwarded to the facility director as confirmation of approval.
- If approved, members of the organization will meet with a representative of the Office of Student Life a minimum of 5 days prior to the event to review University requirements at the event.
- An invoice/confirmation of food and drink order must be provided and reviewed by the Associate Director of Student Life 14 days prior to the event.

MARKETING GUIDELINES:

- No advertising whether printed, written, electronic, or over the radio may advertise the presence of alcohol at the event.
- When alcoholic beverages are being served, advertisements may read "refreshments provided."

Event Information

Event Name: _____
 Location: _____
 Time: _____ -- _____ Estimated Attendance: _____
Start Time End Time
 Target Audience (Please circle): Faculty Staff Students Other: _____
 Facility Reservation Confirmation (please circle): Yes No Reservation ID#: _____
 Chartwells Order Confirmation (please circle): Yes No Order# _____
 Type of Alcohol (please circle): Beer Champagne Blush Wine White Wine Other (specify) _____
 Cash Bar (please circle): Yes No If no, please specify method of payment _____

Event Description

- ✓ I have read the Student Organization Request to Use Alcoholic Beverages on University Property.
- ✓ I certify that 75 percent of our organization’s membership is 21 years of age or older.
- ✓ I agree to abide by the provisions set down in the policy and guidelines.
- ✓ I understand that by signing this form, the officers and advisor of our organization assume responsibility for the conduct of participants at the event.
- ✓ I agree that should permission to serve alcohol be granted, our organization shall make efforts to adhere to University regulations and state laws.
- ✓ I agree to notify all members in our organization of the Policies, Procedures, and Marketing Guidelines outlined above.

President’s Signature	President’s Printed Name	Date
Advisor’s Signature	Advisor’s Printed Name	Date

Office Use Only:

Request Approved _____	Request Denied _____	Office of Student Life _____	Date: _____
Request Approved _____	Request Denied _____	Building Director _____	Date: _____
Request Approved _____	Request Denied _____	Vice Provost, Student Affairs _____	Date: _____