

UNIVERSITY OF MISSOURI-ST. LOUIS

Request to Use Alcoholic Beverages on University Property
(Alcohol Form #2)

Policy: 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 will be served up to one hour before the event ends.

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.

Student Organizations Note: There is a different form that student organizations must complete when requesting to use alcoholic beverages on University property. Please contact the Office of Student Involvement (366 MSC) at extension 5291 to obtain a form.

Procedure:

- This form must be completed and forwarded to the Provost or appropriate Vice Chancellor for approval at least 14 days prior to the event.
- After receiving the appropriate signatures, this form will be forwarded to MSC Operations (366 MSC).
- A “Request to Use University-Administer Funds to Purchase Alcohol for University Sponsored Event” form must be submitted at the same time.

Today’s date: _____

Event coordinator: _____ Fax number: _____

Campus address: _____ Campus extension: _____

Department/Organization making application: _____

Date and time of the event: _____

Location of the event: _____

Estimated number of people attending the event: _____

Business purpose of the event: _____

Facilities reservation confirmed? Yes ___ No ___ Reservation ID# _____

Catering order placed? Yes ___ No ___

Signature of Authorized Representative _____ Date: _____

Signature of Dean/Director/Vice Provost _____ Date: _____

Signature of Provost/Vice Chancellor _____ Date: _____