REQUEST FOR ON CAMPUS APPROVAL OF ALCOHOLIC BEVERAGE USE

DATE: Click here to enter a date. APPROVED: _______________________________

APPLICANT

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>PHONE</th>
<th>FAX</th>
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1. Name of Organization: ________________________________________________________________

Date of Event: Click here to enter a date. Time: _____ AM ☐ PM ☐ until _____ AM ☐ PM ☐

Type of Event: ____________________________ For Faculty & Staff: ☐ Student: ☐

Location: (Select from one of the options in the box) Building: _____ Room #: _____

Guests: ______ Public: _____ Est. Attendance: _____

Approximate Number of Attendees Under the Age of 21: ______

Request to Serve: _____ oz. of beer per person or _____ oz. of unfortified wine per person

List Alternate Beverages to be Served: _____ List Food to be Served: _____

This is a request for permission to consume alcoholic beverages containing less than 14% alcoholic content (beer and unfortified wines) under the circumstances indicated below. Approval is designed for functions at which ¾ of attendees will be twenty-one years of age or older.

2. University Policies

   A. Only beer and unfortified wines may be served. Consumption of beer and unfortified wines at University approved functions is limited to persons 21 years of age or older, with proof of age required. There shall be an adequate “check” system at all events where alcoholic beverages are served. It is necessary to have a system which allows the server to identify those who may be served alcoholic beverages, even though an organization has a check system at the door.

   B. Alcoholic beverages may not be sold by any individual, organization or corporation on the University campus. All alcoholic beverages shall be purchased by the sponsoring organization. There should be no charging admission or other fees (selling cups or any other). Only alcoholic beverages served by the sponsoring organization will be permitted at any type of activity. (See University Alcoholic Beverage Consumption on campus policy to see exception for Mendenhall Student Center, The Croatan, and The Murphy Center.)
Permission for such functions must be obtained in advance, and any university policies regarding the scheduling and use of public areas shall be adhered to.

C. Alcoholic Beverages will be permitted only at functions sponsored by registered student organizations, University schools, colleges or departments, or University organizations. Admission to any on-campus University sponsored event where alcohol is served is limited to members of the University community and their bona fide guests.

D. The sponsoring organization will assume all responsibility and liability for serving alcoholic beverages, behavior of attendees, housekeeping, and damage to property. Servers may be paid and may not serve to anyone who is under age or appears to be intoxicated.

E. Persons who are noticeably intoxicated will not be admitted to the functions, or if they become intoxicated at the function, they will not be served and will be asked to leave.

F. Alcoholic beverages will be served only in the area(s) reserved. Food and non-alcoholic drinks must be available in suitable quantities.

G. Alcoholic beverages will not be dispensed for a reasonable (30 minutes) time prior to the end of the event.

3. A member of the faculty or staff acting as advisor to the organization, or his/her designee, must be present for the entire event when alcoholic beverages are served. A designee must be 21 years of age or older. Damage, if any, must be reported to the appropriate authority for action, if necessary.

NAME______________________________________________________ PHONE #:________________

I UNDERSTAND AND ACCEPT THE POLICIES PERTAINING TO THIS RESERVATION.

SIGNATURE________________________________________________________________________

ADVISORS TO STUDENT ORGANIZATIONS

To be recognized by East Carolina University, a student organization must have an advisor who is a regular full-time member of either the faculty or the staff or otherwise affiliated with the East Carolina University community. The role of the advisor is detailed in the East Carolina University Advisor Handbook that is published by the Student Leadership Development Office.

Advisors are not responsible for the actions or policies of student organizations. Students are solely responsible, but advisors or designees must be present at an event where alcoholic beverages are served. Advisors are not responsible for forcing compliance with the law unless they voluntarily assume such responsibility.

ADVISOR’S NAME__________________________________________PHONE #________________

SIGNATURE________________________________________________________________________

If a designee is to be present, please provide the following information for the designee:

DESIGNEE’S NAME_________________________________________PHONE #________________

SIGNATURE________________________________________________________________________