

Dean of Students (Division of Student Affairs) 252-328-9297 (phone) 328-9174 (fax)

East Carolina University Revised July 26, 2017

THIS FORM MUST BE SUBMITTED WITHIN SEVEN DAYS PRIOR TO THE EVENT.

REQUEST FOR ON CAMPUS APPROVAL OF ALCOHOLIC BEVERAGE USE

DATE: Click here to enter a	date. APPROVE	D:	
APPLICANT	ADDRESS	PHONE	FAX
1. Name of Organization: _			
Date of Event: Click her	e to enter a date. Time: _	AM \square PM \square until	AM 🗆 PM 🗆
Type of Event:		For Faculty & Staff:	Student:
Location: (Select from o	ne of the options in the box)	Building: Roo	om #:
Guests:	Public: Est. A	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 3/4 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.

3. A member of the faculty or staff acting as advisor to the organization, or his/her designee, must be

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

	be beverages are served. A designee must be 21 years of age or the appropriate authority for action, if necessary.		
NAME	PHONE #:		
I UNDERSTAND AND ACCEPT THE PO	LICIES PERTAINING TO THIS RESERVATION.		
SIGNATURE			
ADVISORS TO	STUDENT ORGANIZATIONS		
full-time member of either the faculty or the s	, a student organization must have an advisor who is a regular taff or otherwise affiliated with the East Carolina University I in the East Carolina University Advisor Handbook that is ment Office.		
responsible, but advisors or designees must be	e policies of student organizations. Students are solely e present at an event where alcoholic beverages are served.		
ADVISOR'S NAME	PHONE #		
SIGNATURE			
If a designee is to be present, please provide	e the following information for the designee:		
DESIGNEE'S NAME	PHONE #		

SIGNATURE