

THE UNIVERSITY OF ALABAMA

Request to Serve Alcoholic Beverages at Events on Campus*

EVENT: _____

LOCATION: _____

DATE(S): _____

BEGINNING TIME(S): _____

ENDING TIME(S): _____

ALCOHOLIC BEVERAGES TO BE SERVED: BEER: _____ WINE: _____ OTHER: _____

BRIEF DESCRIPTION OF GROUP ATTENDING:

UNIVERSITY OFFICIAL(S) IN CHARGE: _____

NAME OF PERSON SUBMITTING REQUEST: _____

DATE REQUEST SUBMITTED: _____

I have read the [University of Alabama Approved Alcohol Venue Policy](#) and the [Drug-Free Campus and Workplace Policy](#) and understand that I am responsible for conducting this event in compliance with these policies and all state and local laws and regulations.

SIGNATURE OF OFFICIAL IN CHARGE OF EVENT: _____

The following is approval for the event to be held at the location listed above and should be approved by the President, Provost or Division Vice President.

Name: _____ Title: _____ Date: _____

Signature _____

For events at which alcoholic beverages will be served, this approved request form should be submitted with the [GROUNDS USE PERMIT](#) form for processing through the Office of Facilities and Grounds, Box 870294.

*All requests to serve alcoholic beverages should be routed to the Vice President of the Office to which the unit reports (i.e., Academic Affairs, Financial Affairs, Student Affairs, Educational Development).