ON CAMPUS ALCOHOL PERMIT AND PROCEDURES

1. All requests for events, on or off campus that involves alcohol of any kind require that a CAMPUS ALCOHOL APPLICATION/PERMIT be submitted with the Facilities Reservation Confirmation form.

2. University Dining Services, contracted to Sodexho, holds the alcohol permit for events involving alcohol on University property.

3. All sponsors of events that involve alcohol are responsible to see that state regulations governing such activities are strictly adhered to. Primarily, you must make sure that anyone under the age of 21 does not have access to such programs. You must also realize your responsibility to limit the amount of alcohol to be consumed by any one individual. We sometimes fail to recognize these responsibilities in the setting of receptions and small parties but they are still there and we must take steps to fulfill them.
ON CAMPUS ALCOHOL APPLICATION/PERMIT

_________________________________  _________________________
Event   Date of Event

_________________________________
Organization   Start Time  End Time

Location

Alcohol To Be Provided:  
____ Beer  
____ Wine  
____ Liquor  
____ Other (Specify)

The sale and consumption of alcoholic beverages will be in compliance with the Western Connecticut State University Alcohol Policy

______________________________________         __________________________
Signature of Person in Charge    Date

DO NOT WRITE BELOW THIS LINE

Approvals:

For Student Organizations:

______________________________________         __________________________
Student Organization Advisor    Date

______________________________________         __________________________
Student Affairs Designee     Date

For Faculty/Staff Functions:

______________________________________         __________________________
Signature of Management Personal    Date

For Non-WCSU Organizations:

______________________________________         __________________________
Signature of Organization Representative   Date

[Revised 1-15]