



Southern
Illinois University
Carbondale

Request for Use of Alcoholic Beverages

Southern Illinois University at Carbondale

University regulations prohibit the use of alcoholic beverages on property owned or controlled by the University, except as specifically authorized. Exceptions to allow possession or consumption of alcoholic beverages by persons of legal drinking age at designated events and locations on campus may be approved by the President or his/her designee. Such exceptions make take place only at times and places which will be not interfere with the academic functions of the University, and only if all applicable requirements of the regulations are met by the event's sponsor.

THIS FORM MUST BE SUBMITTED IN SUFFICIENT TIME SO THAT ALL REQUIRED APPROVALS MAY BE RECEIVED AT LEAST TEN DAYS BEFORE THE DATE OF THE SCHEDULED EVENT.

Date of Request _____

Name of Requesting Group or Event _____

Date and Time of Event _____ Est. Attendance _____

Facility _____ Specific _____

Location _____

Description of the event, its purpose and for whom it is intended. If there is a possibility for underage participants, who will be responsible for checking id's:

Type of alcohol to be served _____

Type of service Open Bar Other _____

I have read the University regulations governing alcoholic consumption at approved events held on University property outlined on the reverse side of this form. I understand that no alcohol may be sold nor may the cost of alcohol be included in the price of admission or the price of the meal for the scheduled event. The University provides liquor liability coverage for itself and its employees for University-sponsored functions. I further understand and accept the host liquor liability responsibilities of this event.

Person Requesting Service _____
Type or Print Name Signature

Title _____ Sponsoring Department _____

Address _____ Phone _____

Dept. Head/Dean/Director _____ Date _____
(Please print name next to signature)

Facility Director _____ Date _____
(Please print name next to signature)

President (or Designee) _____ Date _____

C: Dean/Director, Facility Director, Chancellor or Designee, Insurance Property/Casualty, Scheduling Agent, Public Safety
(Please read the Request for Use of Alcoholic Beverages Policy on the following page)

Request for Use of Alcoholic Beverages Policy

In applying for permission to utilize alcoholic beverages at the requested function, we assure adherence to the following regulations:

1. The organization shall abide by Illinois laws and University regulations governing the consumption of alcoholic beverages including specific provisions summarized below which includes:
 - a. Nonalcoholic beverages and food must be made available at the event.
 - b. Use of alcoholic beverages is permitted and limited to properly scheduled locations.
 - c. It is unlawful to furnish or give away any alcoholic beverages to persons under 21 years of age.
 - d. It is unlawful to furnish or give away any alcoholic beverages to any intoxicated person.
 - e. For all events on campus where use of alcoholic beverages is planned or anticipated, the event sponsor must submit through appropriate administrative channels a form either requesting approval of such use of alcoholic beverage pursuant to these regulations, or requesting permission to conduct an event where unauthorized use of alcoholic beverages is expected. When use of alcoholic beverages is not approved for such an event, publicity for the event, if conducted, should clearly state that the use of alcoholic beverages is not permitted.
 - f. Provisions are made to regulate portions of alcoholic beverages served per individual and that the event shall not include any form of "drinking contests" in its activities or promotion.
 - g. Adequate supervision and security are available for the event as necessary to provide for a safe atmosphere and to permit enforcement of the law concerning underage consumption of alcoholic beverages and other State laws and University regulations. Persons who violate either applicable laws or these regulations may be subject to University disciplinary action and/or prosecution under State law.
 - h. Promotion of the event includes a statement concerning the legal age for consumption of alcoholic beverages and the intent to enforce State laws and University regulations.
2. The consumption or utilization of alcoholic beverages shall be confined to the time period specified for the scheduled event.
3. Supervision of the event will be a joint responsibility of the University staff on duty and the responsible representative(s) of the sponsoring organization.
4. The University assumes no responsibility for any liability incurred as a result of an organization's or individual's violation of these regulations or any applicable laws governing the use and consumption of alcoholic beverages. All student and other organizations while using University facilities or premises shall be required to abide by State laws and University regulations governing alcoholic beverages; members of the organization are responsible for conducting themselves in accordance with the State laws and University regulations. The sponsoring organization may be responsible for any losses or damages incurred to SIUC property by participants of the event.