

# REQUEST TO USE ALCOHOLIC BEVERAGES ON UNIVERSITY PROPERTY

UNIVERSITY OF MISSOURI

Please return completed form to: maxwellm@missouri.edu or mail to 305 Jesse Hall (Request is to be submitted one week prior to the date of intended use)

1. **LOCATION OF PROPOSED ACTIVITY** \_\_\_\_\_

2. **DATE OF THE EVENT** \_\_\_\_\_ **TIMES:** \_\_\_\_\_ / \_\_\_\_\_  
From To

**PLEASE NOTE:** All alcohol must be ended at \_\_\_\_\_ due to University Regulations.

3. **DESCRIPTION OF THE EVENT**

- Purpose of event \_\_\_\_\_
- Type of alcohol to be served \_\_\_\_\_
- Method of service \_\_\_\_\_  
(i.e. wine/cheese reception, wine served with meal, etc)
- Funding source for purchase of the alcohol \_\_\_\_\_  
(i.e. gift funds, admission charges, etc)

4. **PRIMARY GROUP THAT WILL BE ATTENDING EVENT**

\_\_\_\_ Faculty/Staff \_\_\_\_ Students \_\_\_\_ Other (please specify)

5. **DEPARTMENT OR ORGANIZATION MAKING APPLICATION**

\_\_\_\_\_  
Name of Person Submitting Request

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Department or Organization Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone #

6. **RESPONSIBLE PERSON AT THE ACTUAL EVENT**

All persons attending the activity must comply with applicable federal, state and University regulations. I accept personal responsibility for ensuring that University policy and state laws governing use of alcoholic beverages are complied with, and accept financial responsibility for the activity.

\_\_\_\_\_  
Signature of Person Responsible

\_\_\_\_\_  
Printed Name & Email Address

\_\_\_\_\_  
Address of person responsible

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Date

7. \_\_\_\_\_

**BUILDING COORDINATOR SIGNATURE**

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Date

8. \_\_\_\_\_

**CATERING REPRESENTATIVE SIGNATURE**

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Date

The use of alcoholic beverages at the proposed activity is: \_\_\_\_\_ APPROVED \_\_\_\_\_ DISAPPROVED

Additional requirements needed for approval \_\_\_\_\_

\_\_\_\_\_  
Vice Chancellor for Operations Designee

\_\_\_\_\_  
Date

Revised 01/09/17