



## 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 Sodexo, holds the alcohol permit for events involving alcohol on University property. They require that this permit be complete before the event can have alcohol served.
3. All sponsors of events that involve alcohol are responsible to see that state regulations governing such activities are strictly adhered to. Primarily, sponsors must make sure that anyone under the age of 21 does not have access to alcohol at such programs. Sponsors must also realize their responsibility to limit the amount of alcohol to be consumed by any one individual. The sponsor is also responsible for reading and understanding the University-wide Alcohol Beverage Policy which can be found on the University's Human resources website or by clicking on [University-wide Alcohol Beverage Policy](#).



**ON CAMPUS ALCOHOL APPLICATION/PERMIT**

**This form must be submitted for appropriate approvals at least two weeks prior to the event.**

Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Organization Sponsoring Event: \_\_\_\_\_

Location of the Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Alcohol to be Provided:  Beer  Wine  Wine Punch  Liquor

My signature below signifies I have read WCSU's Alcohol Beverage Policy and that the sale and consumption of alcoholic beverages will be in compliance with the Western Connecticut State University Alcohol Policy.

\_\_\_\_\_  
Name of Person in Charge (PRINT)  
(Club Officer, Member, etc.)

\_\_\_\_\_  
Signature of Person in Charge

\_\_\_\_\_  
Date

**DO NOT WRITE BELOW THIS LINE**

**Approval for Sponsoring Student Organizations:**

\_\_\_\_\_  
Name of Club Advisor (PRINT)

\_\_\_\_\_  
Signature of Club Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Student Affairs Designee (PRINT)  
(See Alcohol Beverage Policy, Sec. 3)

\_\_\_\_\_  
Signature of Student Affairs Designee

\_\_\_\_\_  
Date

**Approval for Sponsoring WCSU Departments/Divisions:**

\_\_\_\_\_  
Name of Management (PRINT)  
(See Alcohol Beverage Policy, Sec. 6)

\_\_\_\_\_  
Signature of Management

\_\_\_\_\_  
Date

**Approval for Sponsoring Non-WCSU Organizations:**

\_\_\_\_\_  
Name of Organization Rep (PRINT)

\_\_\_\_\_  
Signature of Organization Rep

\_\_\_\_\_  
Date

**After signatures are obtained, forward the form to the Manager of University Dining Services.**

[Revised 9-17-19]