



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.
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

____ Wine Punch
____ Liquor Punch
____ 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