



Originally Issued: January 22, 2018
Reviewed: May 8, 2019
Reviewed: October 15, 2020
Revised: September 7, 2021
Reviewed: September 30, 2022
Reviewed: December 4, 2023
Reviewed: April 7, 2025

Alcoholic Beverages on University Property Request for Approval

Please print.

Name of Individual Requesting Approval (Requestor):

Date of the Event:

Location of Event:

Approximate Number of Attendees:

Types of Alcohol to be served:

Purpose of the Event (Specify if it is cultural, educational, entertainment, athletic and/or social in nature):

Will attendees be charged for the event, or will money be charged for alcoholic beverages? **YES** **NO**

[If yes, a licensed/insured caterer must be used. A licensed caterer will have the appropriate license from the Alabama Beverage Board.]

Responsible Party who will serve and monitor alcohol consumption during the event:

Individual(s)

Name: _____ **Phone:** _____

Address: _____ **Email:** _____

Insured Caterer:

Name: _____ **Phone:** _____

Address: _____ **Email:** _____

Request Reviewed by Vice President for Financial Affairs

Approved

Denied

President

Original: Financial Affairs Office

Copy: Requestor and Campus Security