GLENVILLE STATE UNIVERSITY

REQUEST TO SERVE ALCOHOLIC BEVERAGES

RETURN THIS FORM TO THE OFFICE OF THE PRESIDENT

Event Information

Name of Organization: _____

If a Glenville State University Organization, Name of Campus Sponsor:
_____

Name of Person Completing this Form: _____

Relationship to Organization: _____

Date of Birth: _____

Date of Function: _____

Location: _____

Duration: _____

Purpose of Function:
_____
_____
_____
_____

Alcoholic Beverage Service

In accordance with Glenville State University Administrative Policy 3 – Drugs and Alcohol Policy, **Aramark Dining Services shall serve all alcoholic beverages for events held on Glenville State University property, with the exception of events held at the President's Home.**

The event requestor must obtain confirmation from Aramark Dining Services regarding its availability and agreement to provide alcoholic beverage service before the request is submitted to the President for approval.

Will this event be held at the President's Home or Alumni Center?

☐ Yes - at President's Home or Alumni Center (circle one)
☐ No

If No, Aramark Dining Services must complete the following section:

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Aramark Dining Services confirms that it is available and agrees to provide alcoholic beverage service for the event described above.

Aramark Representative Name (Please print): _____

Aramark Representative Signature: _____

Date: _____

Alcoholic Beverages on Campus Policy

By signing below, the requestor acknowledges and agrees that:

- No person under the legal drinking age will be served alcoholic beverages.
- Alternative non-alcoholic beverages and food will be served.
- No person under the age of twenty-one (21) will be permitted to serve wine, beer, or other alcoholic beverages.
- Individuals serving alcoholic beverages must be appropriately trained and must comply with all applicable laws and regulations regarding the service of alcoholic beverages.
- No state funds will be used to purchase wine, beer, or other alcoholic beverages.
- Alcoholic beverages will not be the primary reason for the gathering.
- The requestor and event sponsor are responsible for ensuring compliance with all applicable University policies and laws.
- For events held on University property other than the President's Home, Aramark Dining Services will serve all alcoholic beverages.

Requestor's Signature: _____

Date: _____

Presidential Approval

☐ **Approved**

☐ **Rejected**

President's Signature: _____

Date: _____

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