

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Alcohol Permit Form

All organizations sponsoring Southwestern Events where serving alcohol is permitted are responsible for knowing and abiding by all applicable laws and Southwestern's Policy on Alcohol and Other Drugs. Only employee committees, departments, and recognized Southwestern or student organizations ("Sponsoring Organization") are eligible for approval to serve alcohol at a Southwestern Event.

Instructions: Sponsoring Organizations must submit this Alcohol Permit Form to the Office of the President and Dean (employees) or the Student Affairs Office (students) no less than 14 calendar days before confirmation and publicity of the Southwestern Event. All Sponsoring Organizations must complete Section I below. Sponsoring Organizations must also complete Section II if they are hosting an event to which students are invited.

Date submitted:

Sponsoring Organization:

Contact person:

Email address:

Phone:

Section I: Event Information

Name of event:

Date of event:

Start time:

End time:

Source of funds for purchase of alcohol:

Number of anticipated event attendees:

Are students invited to the event? Yes No

Event location (physical layout must be diagramed and attached):

Requested alcoholic beverages to be served (e.g. beer, wine, champagne, etc.):

Requested maximum number of drinks per person:

Request for waiver of bartender requirement: Yes No

If yes, please explain:

Request for waiver of two-drink per person limit for attendees: Yes No

If yes, please explain:

Non-alcoholic beverages and food **MUST** be available at the event at no charge. Please identify the type of food and quantity to be served.

Section II: Events with Student Invitees

Staff or faculty in attendance:

Public Safety Officer (PSO):

Assigned rovers (one rover required for every 30 attendees):

For Office Use Only:

Request to serve alcohol: Approved Denied

If the request to serve alcohol is approved, please continue below.

Approved source of funds for purchase of alcohol: Yes No

Approved alcoholic beverages:

Approved maximum number of drinks per person:

Bartender waiver request: Approved Denied

Two-drink limit waiver request: Approved Denied

Reviewing office:

Signature:

Date: