

ALCOHOL PERMIT FORM

Please review [Southwestern Law School's Policy on Alcohol and Other Drugs](#) before completing this form. Employees may submit their completed form to [lawdean@swlaw.edu](mailto:lawdean@swlaw.edu); students may submit their completed form to [studentaffairs@swlaw.edu](mailto:studentaffairs@swlaw.edu). All forms are due 14 days before the event.

Date \_\_\_\_\_ Contact Name \_\_\_\_\_

Department/Sponsoring Organization \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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

Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Source of Funds \_\_\_\_\_

Event Location \_\_\_\_\_  
\_\_\_\_\_

Public Safety Officer \_\_\_\_\_

Rover(s) \_\_\_\_\_

List all food and non-alcoholic beverages that will be served at no charge to guests:  
\_\_\_\_\_  
\_\_\_\_\_

Number of expected attendees \_\_\_\_\_

Type of Alcohol Served (check all that apply) ☐ Wine ☐ Beer ☐ Champagne

Attendees (check all that apply):  
☐ Students\*  
☐ Staff  
☐ Faculty  
☐ Alumni  
☐ Non-SW  
  
*\*Public Safety Officer Required*

Waiver(s) Requested (check all that apply):  
☐ Bartender ☐ Public Safety Officer  
☐ 2 drink per person limit ☐ Rover  
☐ Full Bar ☐ Alcohol Purchase through Events Management  
☐ Other: \_\_\_\_\_  
Please state reason for waiver request below:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For events with students, how will you verify legal drinking age (check all that apply):  
☐ Tickets for 21+ ☐ Bracelets for 21+ ☐ Other - Explain \_\_\_\_\_

Please explain how you will enforce and monitor the drink limit requirement:  
\_\_\_\_\_  
\_\_\_\_\_

- ☐ **Approved**
- ☐ **Approved with following required changes:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ **Denied for the following reason:** \_\_\_\_\_  
\_\_\_\_\_
- ☐ **No Decision. Returned to Contact for Additional Information.**