Form Governing Alcohol Service at Events sponsored by Graduate Student Organizations

The university policy is available online at http://pages.wustl.edu/prograds/alcohol-service-policy

Philosophy on Alcohol Service at Washington University in St. Louis

The Washington University in St. Louis Drug and Alcohol Policy affords recognized student groups the privilege of serving alcohol at certain events. As adults, students are expected to know and abide by all applicable state and federal laws and University policies and procedures. Ultimately, students are responsible for their own behavior; however, if a student group provides alcohol as part of their event, they share in the responsibility to provide a safe environment for all attendees. If your group has questions, contact the Dean of your school or the Office of the Graduate School.

Any on or off campus event sponsored by a recognized graduate professional student group (registered by ProGradS or recognized by one of the eight schools) must comply with the Drug and Alcohol Policy of Washington University in St. Louis if it involves alcohol. Any on-campus event involving alcohol must have a recognized sponsoring group.

1. What is the name and date of your event? ____________________________________________

2. What space are you requesting for your event? __________________________________________

3. What date is your event? __________________________________________________________

4. How many people will be in attendance? ____________________________________________

   (Private security guard may be required for over 100 attendees. A copy of the security contract is required within 48 hours of the event)

5. It is a requirement when serving alcohol to contain the space to ensure proper admittance can be regulated easily and effectively. Please describe how you will meet this requirement. (i.e. section roped off, proper signage, ID checks): __________________________________________

   ______________________________________________________

   ______________________________________________________

6. How will alcohol be distributed and controlled? ________________________________________

7. Who is the sponsoring student group for this event? _________________________________

8. Who is your responsible contact attending the event? ________________________________

   (Responsible contact may not consume alcohol immediately prior to or during the event)

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9. Food is required for all events serving alcohol. Who will be responsible for purchasing food? If utilizing a caterer, please provide the contact information, including caterer name, phone number, address and vendor ID.

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Event may incur charges for room rental and support services. Please contact the Room Reservation Coordinator for specific details on your location at 314-362-5393.

I agree to the Graduate Student Alcohol Policy and with uphold the standards provided by the policy.

Student group representative name and signature: ________________________________________

Date: ______________________ Phone Number: _______________________________

Responsible Contact Signature: ______________________________________________

Date: ______________________ Phone Number: _______________________________

Dean Appointed Representative Approval: ______________________________________

Date: ______________________ Phone Number: _______________________________

If event is Dean sponsored, please provide departmental ID for billing: ______________________

Reviewed by (OFMD Representative): ______________________________________

Date: ______________________

Approved/ Denied ______________________

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