ON-CAMPUS ALCOHOL REQUEST FORM

- This form is required for any event on campus where alcohol will be served and a targeted audience is students.
- Undergraduate student organizations cannot sponsor or fund alcohol or the provision of alcohol on campus.
- It is REQUIRED that USD Catering provide the alcohol service for all on-campus events.
- USD Catering requires Alcohol Request Forms be approved prior to scheduling the alcohol service.
- Please be sure to contact USD Catering at (619) 260-4560 for pricing info and to schedule alcohol service.
- This form must be submitted to the Dean of Students, UC 232 at least 14 days prior to date of event. You may intercampus this form to UC 232, or you may fax to 619-260-4610 or email deanofstudents@sandiego.edu.

Date of Event: ________________________ Start Time: ________________ End Time: ________________________

Name of Event: ________________________________________________________________

Sponsoring Organization: ________________________ On Campus Location: ________________

NAME OF RESPONSIBLE PARTY (MUST be in attendance for duration of event): ______________________

Contact Info: ___________________________ Email: ______________________________________

Cell: ________________________________

Organization Advisor: ________________________ Will Advisor be present at event? Yes ____ No _____

Expected Total Attendance: ________ Approximate Percentage of Total Attendees that are Current USD Students: ________

Will there be anyone Under 21? Yes ____ No ____ Expected Attendance over Age 21: ______

If this is an Undergraduate event have you registered through the Event Registration (EvR) process? Yes ____ No ____
*If no please visit www.sandiego.edu/slic

I understand I am responsible for scheduling alcohol service and food through USD Catering for this event? Yes ____ No _____

What time will the alcohol service begin? ________ What time will the alcohol service end*? ________
* Alcohol service MUST stop one hour before end of event.

<table>
<thead>
<tr>
<th>Menu for Event</th>
<th>Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcoholic Beverages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternative Beverages (i.e. soda, water)</td>
<td>Must be provided when serving alcohol</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td>Must be provided when serving alcohol</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Responsible Party (Student, Faculty, or Staff) __________________________ Position __________ Date Submitted __________

Signature of USD Advisor/Administrator __________________________ Date __________ Phone/Extension __________

Office for Law Student Affairs – Warren Hall 218 (Law School ONLY) __________________________ Date __________ Phone/Extension __________

(Do not write below this line. OFFICE USE ONLY)

APPROVED? YES NO

Dean of Students __________________________ Date __________

Approved Copy: 1) Responsible Party 2) USD Catering 3) USD Dept. of Public Safety 4) University Scheduling 5) CHWP