

**UNIVERSITY OF SAN FRANCISCO
REGISTRATION FORM
FOR AUTHORIZATION TO SERVE ALCOHOLIC BEVERAGES ON UNIVERSITY PREMISES**

INSTRUCTIONS TO CONTACT PERSON: Read and complete this form, and sign the statement below. If approved, a copy of the approved form will be returned to you.
(NOTE: Purchase of alcoholic beverages with University-controlled funds must be in accordance with University policy.)

RETURN COMPLETED FORM TO: Manager, Event Scheduling & Services, no later than TEN (10) working days prior to the event.

DEPARTMENT/STUDENT ORGANIZATION AND CONTACT INFORMATION

Department/Student Organization:				
Contact Person:		Phone:		Fax:

EVENT INFORMATION

Nature of Event:		Reservation #:	
Date of Event:		Time of Service of Alcohol:	to
Purpose of Function:		Who will attend?	

SPECIFICS ON ALCOHOL SERVICE

Total #Bottles Wine to be Served:		Total #Bottles Champagne to be Served:		Total #Bottles Beer to be Served:		Total #Kegs:	
						Total #Pony Kegs:	
Who is providing the alcohol?						Who is serving the alcohol?	
Type of food and non-alcoholic beverages to be served:						Who is providing? If catered please specify.	
Are you charging attendees to attend this event or to pay for any part of the event? If yes, please explain:							

GUIDELINES REGARDING ALCOHOL USE AND AGREEMENT TO COMPLY

Initial each guideline below to acknowledge you have read and understand it. If you do not initial each guideline, you will not be authorized to serve alcohol at the event.

	The contact person and the department/student organization sponsoring the event are responsible for compliance with all applicable laws, regulations and University policies concerning alcoholic beverages. (See University Alcohol Policy attached.)
	Consumption of alcoholic beverages may not be the main focus or purpose of the event.
	No person under 21 years of age shall be served an alcoholic beverage. All participants who consume alcohol must have a valid ID.
	Nonalcoholic beverages must be available at the event and featured as prominently as the alcoholic beverages.
	Food items must be available in sufficient quantity for the number of persons attending the event and to serve as an alternative stimulus for social interaction.
	If alcohol is to be advertised, the availability of nonalcoholic beverages must be noted in the same advertisement.
	Alcoholic beverages may not be sold at student-sponsored events on a retail basis on University property or served at student-sponsored events held on campus where any of the participants are under the age of 21.
	The Vice President for Business and Finance or designee may impose other conditions that he or she deems necessary to control the service or sale of alcoholic beverages on University property and monitor compliance with these conditions during the event. The Vice President for University Life or designee will monitor compliance with these conditions as related to advertising for the event and may impose sanctions on students and student organizations that do not comply.

To ensure adherence to the conditions stated above, I agree to be present throughout the entire period of alcohol service.
(More than one person may agree to be present throughout the entire period of alcohol service to assure the above conditions are met.)

SIGNED:		Date
	Contact Person of Department/Student Organization Sponsoring Event	
PLEASE PRINT NAME:		
SIGNED:		Date
	Additional Person Agreeing to Be Present at Event	
PLEASE PRINT NAME:		

AUTHORIZATION

SPECIAL CONDITIONS OF AUTHORIZATION:		
AUTHOR IZED BY:		Date
	Event Scheduling & Services Authorized Representative	