

**American University  
ALCOHOL APPROVAL FORM**

In compliance with the University Alcohol Policy this form must be completed for any university event at which alcohol will be served, whether the event is held on or off university premises. Authorization to serve alcohol and to expend university funds for the purchase of alcohol must be obtained before an event may take place. Please allow ample time to obtain the necessary signatures.

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Event Sponsor: \_\_\_\_\_

Event: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_  
*(Please provide the full address if the event is off university premises.)*

Source of funding for purchase of alcohol: \_\_\_\_\_  
If university funds are being used, please estimate the cost of alcohol \$ \_\_\_\_\_

Event Contact Person: \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

In case the contact person cannot be reached, please list an alternate who has the authority to make decisions about the event.

Alternate Contact Person: \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

The following checklist is provided to assist event sponsors in complying with the university's Alcohol Policy. Please answer all questions. Completing this form does not guarantee that an event will be approved as proposed.

YES NO 1. Is the availability of alcohol highlighted in your event advertising?

YES NO 2. Will the majority of event participants be of legal drinking age?

YES NO 3. Will proof of legal drinking age be enforced by the alcohol vendor?

YES NO 4. Is alcohol limited to beer and wine?

YES NO 5. Will non-alcoholic beverages and food or snacks be available throughout the event?

YES NO 6. Will persons of legal drinking age purchase alcohol, tokens, wristbands, etc. directly from the vendor?

YES NO 7. Does the event feature “all you can drink” for one price?

YES NO 8. Is this a BYOB (bring-your-own-beverage) event?

**Required Documents:**

***The Office of Finance and Treasurer must sign all contracts prior to university events. These documents, when applicable, must accompany this form:***

**1. Liquor License**

2. **District of Columbia Alcohol Permit** is required when a university event is not covered by the university dining services license and for university events at which alcohol is sold or an admission fee is assessed in any form. The alcohol vendor is responsible for obtaining the permit.

3. **Certificate of Insurance** for a minimum of \$1 million in liquor liability coverage is required from any non-university alcohol vendor. The vendor will supply the certificate on request or must have a certificate on file in the Office of Finance and Treasurer.

Signature (Event Representative)

Date

Signature (Student Activities Advisor)

Date

**Approval:**

*All requests from academic units must have the signature of the appropriate dean.*

Signature (Dean or Director)

Date

Signature (President, Provost, or Vice President)

Date