Revised 03-04-2020 1
POSSESSION, USE, AND DISTRIBUTION OF ALCOHOLIC BEVERAGES AT UNIVERSITY-SPONSORED EVENT

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Revised 03-04-2020 2
Requesting Approval for the Event

To better ensure that appropriate risk-management measures are followed, all University-sponsored events at which alcohol is served or permitted to be consumed must be approved by
the Office of Event Management, with appropriate permission from the respective Executive
Council Member. Requests must be submitted via the University-Sponsored Event Request
Form to the Event Management Office a minimum of 10 business days prior to the event
scheduled date.

The University reserves the right to deny alcohol at any event and the right to close down the
event, if it deems necessary.