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To better ensure that appropriate risk-management measures are followed, all non-University sponsored events at which alcohol is served or permitted to be consumed must be approved by the Facility Manager of the rental space and the Event Management Office. Requests for events must be submitted by the facility manager (or equivalent UNA employee) via the [Event 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.