

Request for Permission to have Alcohol at a College-sponsored Event

Per College policy, possession of alcohol is prohibited at all College-sponsored functions without proper and prior approval from the Office of the President. Event organizers who would like to provide and/or serve alcohol must seek permission from the Office of the President by completing and attaching this form to the 25Live Request for Space. If the request is approved, it will be so indicated on the 25Live event page. If the request is denied, the department(s) will be so notified by the Office of the President.

If approval is granted, the department(s) hosting the event will be held responsible for hiring trained professionals (either through Dining Services or an external vendor) to oversee the stock and service of alcoholic beverages. It is essential that professional servers are retained to ensure the safety of all guests at the event as well as to prevent inappropriate distribution of and/or access to the alcohol. If there are adverse issues and/or disturbances resulting from the presence and/or consumption of alcohol at the event, the hosting department(s) may not be approved for future registered events, regardless of whether or not alcohol is present.

Special permission may be obtained to provide and serve alcohol that is not provided and staffed by professional servers at the discretion of the Office of the President.

Sponsoring Department: _____

College of Wooster Account Number Paying for this Expense: _____

Name of Individual Completing Form: _____ Email: _____

Individual Requesting Alcohol (If Different from Above): _____ Email: _____

Date of Event: _____ Start Time: _____ End Time: _____

Location of Event: _____ Estimated Attendance: _____

Description/ Purpose of Event: _____

Audience/Participants: Faculty Staff Current Students Alumni
 Parents / Friends / Donors Other _____

Will any participants be under the age of 18? Yes No

Types(s) of alcohol requested: Beer Wine Liquor Other _____

Will food be served? Yes No

If yes, will it be provided by Dining Services? Yes No

If no, have you completed a catering exemption form through Dining Services? Yes No

Alcohol is being provided by: Dining Services External Vendor _____

Individual _____

Alcohol is being served by: Dining Services External Vendor _____

* Other _____

** If other is checked, please describe the process for ensuring the safe and appropriate distribution of and access to alcohol.* _____

Approved: Yes No Date: _____ By: _____

Denied: Yes No Date: _____ By: _____

Reason for Denial: _____
