Request to Serve Alcoholic Beverages at University Events (ON and OFF CAMPUS)

Student groups may include alcoholic beverages at official functions of the University provided the following guidelines are explicitly followed:

1. The Assistant Vice President of Enrollment and Student Services must approve the "Request to Serve Alcoholic Beverage" form, which is submitted no later than three working days prior to any event where serving of alcoholic beverage is planned.
2. All existing state laws are followed, including the authorized drinking age.
3. Each event must have a faculty or professional staff person responsible for and in attendance at the event. If event is a student run event, a student coordinator must also be responsible for and in attendance at the event.
4. Alcohol cannot be consumed or distributed after midnight (12 AM).
5. Persons wishing to drink alcohol must show ID.
6. Only wine and beer may be served at functions. Food and non-alcoholic drinks, appealing and in amounts equal to alcohol, must be provided. No alcohol may be sold without a license to sell alcohol.
7. The University's guidelines for serving alcohol are as follows:
    a. For catered events, the caterer must serve the beer and wine and must show proof of liability coverage.
    b. For non-catered events, a contracted bartending service must serve the beer and wine (please see below).
8. Security may be required (about one guard per 100 participants), depending on the nature of the event. The group is responsible for paying for the guard. The Assistant Vice President of Enrollment and Student Services will determine if security is needed.
9. Samuel Merritt University and/or the person serving alcoholic beverages reserve the right to refuse to serve alcoholic beverages to anyone during a student-sponsored event(s).

Today's Date_____Event Day and Date: _____Event Title _____

Contact Name _____Cell_____

Club/Group_____Club Advisor _____

Room of Event _____Expected Attendance # _____

Name and Signature of Faculty Member to be present _____

Which do you plan to serve at this event? _____Beer _____Wine

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Student Coordinator

I/we, _____ have read and understand the Samuel Merritt University Alcoholic Beverage Policy and assume full responsibility for the planning and outcome of this event. I/we understand that failure to comply or follow through with any university policies will result in follow up according to the disciplinary policies outlined in the Catalog and Student Handbook.

_____ _____
Signature of Student Coordinator Date

Faculty Advisor (FA)

I,_____ have read and understand the Samuel Merritt University Alcoholic Beverage Policy and assume full responsibility for the planning and outcome of this event, and I have verified the coordinator(s) consulted with me and the event meets all University policies.

_____ _____
Faculty Advisor Date

Bartending Service
(for non-catered events on or off campus)

THE BARTENDER COMPANY
Attn: Mr. Carlos Kronen
5420 Fulton Street
San Francisco, CA 94121
Phone: 800.619.9563