



REQUEST FOR SERVICE OF ALCOHOL

The possession and/or consumption of alcoholic beverages on campus without the express written permission of the University President is prohibited, except as approved in Business Policy and Procedure 01-04. Requests for approval of alcohol on campus will only be considered for unique or significant events. Requesting individual(s) and organization(s) should submit this form to the Office of the President at least two weeks prior to the event for consideration.

Date of activity/event _____ Time (start and end time) _____

Proposed location _____ Event purpose _____

Estimate attendance by category-should total 100%. All persons attending must comply with applicable local, state, federal, and University regulations concerning the consumption and possession of alcohol. No person under 21 shall consume or be served alcoholic beverages. Individual(s)/organization(s) making this request are responsible for ensuring compliance.

University employees _____% Alumni _____% Community members _____% Students _____%

Estimated number of persons under age 21 who will be present _____

Requesting person/organization _____ Contact _____

Address _____ Phone (____) _____ Email _____

Alcohol Service Information

Campus Dining Services must be used when a cash bar will not be offered. If a cash bar is offered, Campus Life and Events Services staff can assist in contracting with a licensed alcoholic beverage provider. If an alternate plan for the serving of alcohol is proposed, the plan must accompany this request. Greek organizations with houses in the Greek Village are governed by their national risk management policy and any event at a Greek house is considered a chapter activity, as defined in the lease between the House Corporation and the University. Greek organizations, including requests by alumni groups, must attach a copy of their risk management plan and steps that ensure the organization's national procedures related to the serving of alcohol are followed. Per Chapter 5, Article II of the Code of Ordinances for the City of Cape Girardeau alcohol may only be sold by permit or by the holder of a liquor license.

Name of person(s)/organization(s) supplying the alcoholic beverages _____

Address _____ Phone (____) _____ Email _____

Payment to the alcoholic beverage supplier must be made by an individual or by a non-University entity. University funds, including dollars allocated by any campus department or Student Government, may not be used for the purchase of alcoholic beverages.

Name of person/organization responsible for payment to alcohol beverage supplier: _____

Address _____ Phone (____) _____ Email _____

I (signature of responsible person) _____ on behalf of (name of organization the responsible party represents) _____ knowingly and voluntarily agree to release, indemnify, and hold harmless Southeast Missouri State University, its board members, agents, employees, volunteers, representatives, successors or assigns, both individually and in any capacity, for or on account of any losses, damages, personal injuries, pain and suffering, death, property damage, or contract claims resulting from, or arising out of, during, or in connection with this event/activity.

For Office Use Only The use of alcoholic beverages for this event is:

Recommended _____ Date _____ Recommended _____ Date _____ Approved _____ Date _____
College Dean or Administrative Director Division Vice President President

Signatories-Campus Life and Events Services Director, DPS Director, Dining Services Director, Residence Life Director (for Greek Village)
Distribution-College Dean or Administrative Department Director

Business Policy & Procedure 01-04 "The use or possession and/or consumption of alcoholic beverages on the campus of Southeast Missouri State University without the express written permission of the president is prohibited, except [as allowed by Show Me Center policy, in Wildwood at the discretion of the President, in campus private residences of staff or faculty, in the basement or in the sleeping suites of the Johnson Faculty Centre]. Use of alcoholic beverages in the public meeting and social areas is authorized for catered events at the Johnson Faculty Centre within guidelines to be established by the Faculty Centre membership, with concurrence of the President, and subject to appropriate statutes and ordinances."