



Request Approval for Alcoholic Beverages

In accordance with

[Board of Trustees Policy 12.4 Alcoholic Beverages](#)

Requestor: _____

Event: _____

Event date: _____ Event time: _____ Event location: _____

Estimated cost of alcohol: _____

Type of alcohol to be served: _____

Who will attend: _____

Why is alcohol being served at this event? _____

Is the public invited to this event? Yes No

Please initial the following statements to ensure they are true and accurate. If you have any questions, please contact the Office of the General Counsel.

_____ None of the guests has paid any fee related to this event.

_____ No advertising for this event will mention alcohol.

_____ If approved, alcohol will be used responsibly. I will report any instances of intoxication or other irresponsible use to the Office of the General Counsel within one business day of the event.

Signature of Supervisor: _____

Submit request to: risk@mtu.edu

Approval is granted with the following stipulations:

MUB/SDC Sky Box/ ROZSA	Non-licensed buildings/locations
A bartender from Michigan Tech's Catering Services must serve the alcohol. A catering bartender will check all IDs to ensure no under-aged alcohol consumption.	A bartender from Michigan Tech's Catering Services must serve the alcohol. A catering bartender will check all IDs to ensure no under-aged alcohol consumption.
Must be purchased and served through Michigan Tech Catering Services.	If not in an MTU licensed facility, the department will direct Catering Services to purchase the alcohol from Jim's Foodmart in Houghton. No state or tuition funds will be used as payment.
Can have cash sales utilizing Catering Services.	Catering Services will pick up the alcohol from Jim's Foodmart and deliver it to the event.
Alcohol can not be purchased using state or tuition funds.	The purchaser must remove any and all remaining alcohol after the event. It may not be stored on University property.
Alcohol can only be consumed in designated licensed areas.	The alcohol can only be served and consumed in the area specified in the request.
There is no advertising of alcohol.	This is for non-paying guests (there is no admission charge or conference fee).
No outside alcohol is permitted in a licensed facility.	No cash sales of alcohol.
	Only beer and wine may be served.
	There may be no advertising of alcohol.

Sarah H. Schulte
General Counsel

Date