

# ALCOHOL REGISTRATION FORM

*This event must abide by The University of Toledo Policy and Procedure #01-062.*

UT is committed to the safe and legal consumption of alcohol by responsible adults. Underage drinking and excessive consumption are not acceptable and will not be condoned or tolerated. Alcohol consumption will not be considered an excuse for misconduct. Individuals or organizations found to be in violation of the above stated policy will be subject to disciplinary action and may be subject to action outlined in the Ohio Revised Code as well as any organizational sanctions that may be imposed for violating UT policies and procedures.

Name of Organization(s) Sponsoring Event \_\_\_\_\_

Title of Function \_\_\_\_\_ Date of Function \_\_\_\_\_

Beginning Time of Function \_\_\_\_\_ Ending Time of Function \_\_\_\_\_

Location of Function \_\_\_\_\_

Address of Function if to be held off campus \_\_\_\_\_

Description of the people who will be attending the event (i.e. students, faculty, staff, etc), and if the event is to be interdisciplinary \_\_\_\_\_

Description of the purpose of the event (Reminder: Alcohol cannot be the main reason for an event) \_\_\_\_\_

A list of the kinds and costs of alcohol which are proposed to be served \_\_\_\_\_

A description of who will be the licensed server \_\_\_\_\_

An explanation as to how the alcohol will be paid for \_\_\_\_\_

The name, address and telephone number of the responsible contact person (i.e., Student) \_\_\_\_\_

Submitted by (Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date Approved \_\_\_\_\_  
Administrator of Risk Management Date

Approved by: \_\_\_\_\_ Date Approved \_\_\_\_\_  
Director or Activities Coordinator Office of Student Life Date