



REQUEST FOR AUTHORIZATION FOR USE OF ALCOHOLIC BEVERAGES
ON CAMPUSES

To receive authorization to serve alcoholic beverages on campus, the following form must be completed and submitted to the College President at least 14 days prior to the scheduled event.

1. Campus: New Martinsville Wheeling Weirton
2. Contact: Organization/Department: _____ Employee Name (print): _____
3. Name of event: _____ Date: _____
Location of event: _____ Time: Start _____ End _____
Nature of event: _____ Est. Attendance: _____
4. Type of alcohol to be served: _____
5. Who is purchasing the alcohol of this event? _____
6. Requesting to sell alcohol on Campus? Yes No

Use of alcohol will be provided only in accordance with the "Authorized Use of Alcoholic Beverages on the Campuses" Procedure, which establishes the following guidelines relating to the possession or use of alcoholic beverages on campuses.

The serving of wine, beer or other alcoholic beverages must be approved by the College president or his/her designee, on a case by case basis consistent with the following:

Please answer each of the following questions (true or false):

- Is serving wine, beer, or other alcoholic beverages is the primary reason for the gathering. True
- Will the preponderance of those attending be of legal drinking age? True/False
- Will persons under the legal drinking age be served alcohol? True/False
- Will alternative non-alcoholic beverages and food be served? True/False
- Will persons under the age of eighteen (18) be served wine, beer, or other alcoholic beverages? True/False
- Will servers be appropriately trained to adhere to all laws and regulations regarding the serving of wine, beer, or other alcoholic beverages? True/False
- Will state funds be used to purchase wine, beer, or other alcoholic beverages? True/False

As the contact for this event, I assume responsibility for those attending this event where alcoholic beverages will be served, and I assure compliance with the previously listed guidelines, State Law, and College regulations:

Signature

Date

Required Approval

Approved Disapproved (reason for disapproval: _____)

Authority Signature: _____ Date: _____