

**University of Denver-Sturm College of Law
Alcohol Approval Form**

Per the new University of Denver’s [Propriety of Expense Policy](#) (April 1, 2009) “**Alcoholic beverages are not permitted at any student-sponsored event.**” *Rare* exceptions to this policy at the Sturm College of Law shall be approved by the Assistant Dean for Student Affairs as appropriate.

Instructions: Your organization must be officially recognized by the Student Bar Association and the Office of Student Affairs in order to request an exception for alcohol at your event.

Remember: You must abide by the University of Denver Sturm College of Law Alcohol Policy; there is a two drink maximum allowed at all student organization events where more than fifty percent of guests are SCOL students; only designated rooms (see policy) may have food in them and full catering must be provided when alcohol is present; **this form must be filled out and returned to Student Affairs no less than 12 days prior to your event date.**

1. Organization sponsoring event: _____

Title of event: _____

Contact person: _____ Contact e-mail: _____

2. Date(s) of event: _____

3. Anticipated attendance: _____ % of attendees who are DU Law Students: _____

4. Room/location reserved: _____

Event time: _____ Time for which room/location is reserved: _____

5. Catering provided by: _____

Alcohol provided by: _____

Bartenders/ID check provided by: _____

6. Type of alcoholic beverages to be served:

7. Are you having alcohol donated to your event? Please explain:

8. Please indicate why alcohol is necessary for the success of your event and reasons that support an exception to the policy (attach a separate page if necessary):

9. Is there any additional information the Student Affairs Office should be aware of when considering the presence of alcohol at your event?

By my signature below I agree to abide by the University of Denver Sturm College of Law's Alcohol Policy. I further agree to assume responsibility for clean up and removal of any garbage at the conclusion of the event. I understand if the room is not left in its original order, the hosting student organization, of which I am a part, may be assessed a fine of up to \$100. I further agree to comply with all local and state laws that pertain to alcohol usage and consumption (i.e. open container laws, age restrictions).

Organization Representative

Date

Assistant Dean for Student Affairs

Date