University of Denver-Sturm College of Law
Student 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 cleanup and removal of any garbage at the conclusion of the event. I understand if the room if 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