Student Organization Alcohol Permit & Event Registration

Before completing this form, please ensure you understand the Emory Alcohol Policy at http://policies.emory.edu/8.8.

Sponsor Organization: _____________________________________________ Account Number: _________________

Person in Charge: ___________________________ Phone Number: _________________ Email: __________________

Organization Advisor: __________________________  Phone Number: _________________ Email: _________________

Title of Event: ___________________________________ Event Location: __________________________________

Description of Event:_____________________________________________________ Estimated Attendance:_________

Event Date: _____________________________ Event Start Time: ________________ Event End Time: ________________

To ensure compliance with the Emory University Campus Life Alcohol Policy, please answer the following questions.

NOTE: THIS IS ONLY REQUIRED FOR ON CAMPUS EVENTS. All student organizations, graduate or undergraduate, are required to use Emory Card Readers to verify age. The person(s) operating the Card Reader must be a current Emory faculty, staff member, or graduate student who has been trained to use the machine. Contact the Emory Card Office to reserve the equipment at least 2 weeks in advance and for training (404-727-0224).

1. Who will be attending the event? (circle all that apply)
   Open to the Public For Invited Guests Only Other ______________________

2. Specify amount in ounces and kind of alcohol beverages to be served: __________________________________

   NOTE: Kegs are not permitted in the DUC or Cox Hall.

   NOTE: Liquor is never allowed - Only Beer and Wine.

   NOTE: Appropriate portion guideline per person over 21: 2 - 4oz. of wine or 2 - 12oz. of Beer

3. Specify amount in ounces and type of NON alcoholic beverage to be served: __________________________

4. Specify amount and type of food to be served: ________________________________________________

5. Have you reserved your Emory Card Reader (not optional – required)?  □ Yes  □ No

6. Will individuals under the age of 21 attend the event?  □ Yes  □ No

   If you answered Yes to question 6, please answer questions 7-10. If you answered No, go to question 10.

7. Have you ordered wrist bands for individuals over the age of 21?  □ Yes  □ Not Yet  □ Not Required

   Wristbands are required for all events where Question 6 is answered “Yes.” If “not yet”, estimated date of completion: _______________

8. Have certified security or Emory Police been hired for the event?  □ Yes  □ Not Yet  □ Not Required

   Certified Security is required for all events where Question 6 is answered “Yes.” If “not yet”, estimated date of completion: _______________

   If yes, who? _____________________________________________

9. Have professional, third party alcohol servers been hired for the event?  □ Yes  □ Not Yet  □ Not Required

   A licensed caterer or trained non-student server is required for all events where Question 6 is answered “Yes.”

   If “not yet”, estimated date of completion: _______________

   What company/who will monitor or serve the alcohol? _______________________________________________

   NOTE: For events in Cox Hall, those must be Sodexho bartenders.

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10. Monitor(s) check to see that only people with appropriate hand stamp/bracelet, enforces policy to ensure alcohol does not leave the designated event space, and remains on duty throughout the event. For all events where Question 5 is answered “Yes,” the primary monitor must be the organization advisor. For all events where Question 5 is answered “No” and approved, the monitor must be a designated officer of the group.

Who will serve as monitor(s) for this event: ____________________________________________

NOTE: Advisors are required to be present if underage people will be present. You must reschedule the event in order to accommodate your advisor, or you must hold the event without alcohol.

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Appropriate Authorizations

EVENT ORGANIZER: Your signature indicates that you have read and understand the Alcohol Policy (http://policies.emory.edu/8.8) and, if the event is sponsored by a Student Organization, that you have met with your advisor to discuss this event and how alcohol will be served. Additionally, the Office of Student Leadership and Service or the Office of Meeting Services reserves the right to require you to modify provisions addressed in this reservation form.

Signature: _______________________________ Date: _______________________________
Printed Name: ________________________________________________________________

FACULTY/STAFF ADVISOR (For Student Organizations):
Please explain the role you have had in the planning of this event and any concerns or questions you may have:

As advisor of the organization and the agent of Emory University, the OSLS and Division of Campus Life look to you to ensure that the student organization follows this registration form and the alcohol policy. By signing this form, the faculty or staff advisor acknowledges that she or he:

- Has read and understand the Emory Alcohol Policy (http://policies.emory.edu/8.8)
- Has met with the student(s) planning this event
- Will ensure that the organization will follow the alcohol policy and the steps outlined on this form
- Will be present at the event, when alcohol is present and being served.

Signature: _______________________________ Date: _______________________________
Printed Name: ________________________________________________________________

OFFICE OF STUDENT LEADERSHIP & SERVICE (for all student organization events):
Take to DUC Room 340E for approval

☑ APPROVED ☐ NOT APPROVED - Rationale: ☐ APPROVED with Required Changes:

Rationale or changes:

Associate Director’s Signature: __________________________________ Date: ______________
Printed Name: __________________________________ Phone: __________________ Email: __________________

DUC/COX Staff Approval (for all events in DUC or Cox Hall):
Take to DUC Room 220E for approval

☑ APPROVED ☐ NOT APPROVED - Rationale: ☐ APPROVED with Required Changes:

Rationale or changes:

Staff Signature: __________________________________ Date: __________________
Printed Name: __________________________________ Phone: __________________ Email: __________________

Questions? Contact the OSLS at 404.727.6169 or Meeting Services at 404.727.5355.