

# AUBURN UNIVERSITY

## Request to Serve Alcoholic Beverages at Events on Campus

EVENT: \_\_\_\_\_

PROPOSED LOCATION: \_\_\_\_\_

DATE(S): \_\_\_\_\_

BEGINNING TIME(S): \_\_\_\_\_

ENDING TIME(S): \_\_\_\_\_

LICENSED CATERER NAME \_\_\_\_\_

BRIEF DESCRIPTION OF GROUP/ORGANIZATION ATTENDING:

\_\_\_\_\_  
\_\_\_\_\_

EVENT SPONSOR *(must be University School, College, division, department or unit):*

\_\_\_\_\_

DATE REQUEST SUBMITTED: \_\_\_\_\_

I have read the [Auburn University Campus Alcohol Policy](#) and the [Requirements for Serving Alcohol at Auburn University](#) and the [Drug-free Campus and Workplace Policy](#) understand that I am responsible for conducting this event in compliance with these policies and all state and local laws and regulations.

**By signing below, I certify I am authorized to submit this request on behalf of the Event Sponsor and that proper authorization for the service of alcohol has been granted by my Unit Head, Dean, or Vice-President.**

\_\_\_\_\_  
Signature of Individual Submitting Request *(must be University employee)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Unit Head, Dean, or Vice-President

\_\_\_\_\_  
Date