

**University of Southern California
Alcohol Request Form**

The University of Southern California recognizes the legality of alcohol use for individuals of appropriate age. As a result, the university expects everyone to abide by the expectations concerning alcohol and students outlined in "The Student Organization Guide to Responsibly Serving Alcohol" that can be found at www.usc.edu/ca. Review the expectations before submitting this form. Offices and departments must also adhere to all policies and guidelines as detailed in SCampus.

Your organization/department must complete this form with all necessary approvals at least five (5) business days prior to your event. A copy must be available for inspection at all times at the site of the event. Completion of this form does not guarantee approval. Campus Activities will contact you to verify alcohol clearance.

Please complete all sections, including required signatures, before submitting this form to the Office of Campus Activities.

Organization

Name of sponsoring organization/department: _____

Name of individual responsible for the event _____

Phone _____ Email _____

Date Submitted: _____

Event

Date of the event: _____ Location: _____ Start/End time: _____

Check one: Beer & Wine only: _____ Full Bar: _____

Please attach event description with expected attendance including number of minors (no more than 100 words)

Risk Management

- Provide trained and sober personnel, who are 21 years or over, to serve alcohol; self-service is not permitted.
- Attendees who consume alcohol must be 21 years or older.
- Utilize wristbands to distinguish between those under 21 years and older attendees.

APPROVAL SIGNATURES REQUIRED BELOW – (please have sign in numerical order)

Signatures confirm individuals have discussed with the organization about the alcohol procedures for this event and are satisfied with the arrangements. This event complies with University Policy and State law.

1. Person Responsible – person responsible for event must be 21 years of age

- I have read the University’s Alcohol Policy mentioned above and agree to assume responsibility for strict adherence to the appropriate laws and regulations for serving alcoholic beverages.

Print name: _____ Student/Staff ID #: _____

Signature: _____ Date: _____

Telephone number: _____ Address: _____

2. Faculty/Staff Advisor – for student organization Dean/Department Chair for offices or departments

Print name: _____ Title: _____

Signature: _____ Date: _____

3. Facility – the dean or director of the facility being used

Print name: _____ Title: _____

Signature: _____ Date: _____

4. Department of Public Safety- Lt. Mike Heckelman

Print name: _____ Title: _____

Signature: _____ Date: _____

5. USC Hospitality – Erika H. Chesley

- If an outside vendor provides alcohol, they must file with USC Hospitality.

Print name: _____ Title: _____

Signature: _____ Date: _____