Revised 03-04-2020 1 
POSSESSION, USE, AND DISTRIBUTION OF ALCOHOLIC BEVERAGES AT UNIVERSITY-SPONSORED EVENT 
 
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Revised 03-04-2020 2 
Requesting Approval for the Event 
 
To better ensure that appropriate risk-management measures are followed, all University-sponsored events at which alcohol is served or permitted to be consumed must be approved by 
the Office of Event Management, with appropriate permission from the respective Executive 
Council Member. Requests must be submitted via the University-Sponsored Event Request 
Form to the Event Management Office a minimum of 10 business days prior to the event 
scheduled date. 
 
The University reserves the right to deny alcohol at any event and the right to close down the 
event, if it deems necessary.