



## Guidelines for Serving Alcohol for Recognized Student Organizations

To obtain permission to serve alcohol at an event, please read and sign this document and complete the attached Event Alcohol Approval Request Form. Both documents must be filled out and submitted to your RSO advisor and the relevant facilities staff at least two weeks prior to event.

**Permission to serve alcohol will be granted only if groups have planned their event appropriately, completed UCARE training (see information at bottom of page), and whose event will be enhanced by serving a limited amount of alcohol.**

### The following guidelines must be strictly followed:

- RSO is responsible for hiring a third-party, licensed caterer to check IDs and serve alcohol. Please speak with your RSO advisor for more information.
- The number of drinks to be served will be determined by the Center for Leadership and Involvement. This number will be determined by the length of the event and the anticipated number of guests. No event will be approved for more than three (3) servings/attendee.
- Consumption of alcoholic beverages will be limited to an approved area, usually a closed room or section of the building. The RSO is responsible for ensuring that alcohol is consumed only in the designated area and not carried outside the area or the building.
- RSO must designate one student and one full time staff/faculty member (identified below) to be responsible for the event and present for the duration. For large events, additional persons may be required. Each designated person must be UCARE certified.
- Only beer and wine may be served.
- Sufficient amounts of non-alcoholic beverages must be available.
- Adequate quantities of non-salty food must be available for the duration of the event.
- Individuals are not allowed to bring their own alcohol to an event.
- In any notices or advertisements regarding the event, references to the availability of alcohol must equally reference the availability of non-alcoholic beverages, and the availability of alcohol may not be emphasized (e.g., by means of larger or bold fonts).
- No alcohol may be served during the last half hour of the event.
- If you are requesting Student Government funds to pay for alcohol at an event, the event must be open to all students. You must have written permission before requesting funds.

**I have read and agree to all of the above guidelines**

\_\_\_\_\_  
Name

\_\_\_\_\_  
RSO

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



RSO Event Alcohol Approval Request Form

Please complete and return this form to the Center for Leadership and Involvement at least two weeks prior to the event. If you have any questions, please see your RSO Advisor or the Student Centers event staff. Prior to completion of form, you must have completed the University of Chicago Alcohol Risk-reduction Education (UCARE).

Sponsoring Organization: \_\_\_\_\_

Contact Name \_\_\_\_\_ UCARE Date Completed \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Starting Time: \_\_\_\_\_ Event Ending Time: \_\_\_\_\_

Expected Total Attendance: \_\_\_\_\_ Expected Attendance over 21: \_\_\_\_\_

Event Location: \_\_\_\_\_

Purpose of the Event:

Please describe the systems you will use to check IDs and serve the alcohol:

Type of alcohol: \_\_\_\_\_ Total quantity: \_\_\_\_\_ Serving size: \_\_\_\_\_

Type of alcohol: \_\_\_\_\_ Total quantity: \_\_\_\_\_ Serving size: \_\_\_\_\_

Type/Amount of Non-Alcoholic Beverages to be served: \_\_\_\_\_

Type/Amount of Food to be served: \_\_\_\_\_

Student Leader & Administrator responsible for overseeing I.D. checking and alcohol distribution during event:

Name \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

UCARE Date Completed \_\_\_\_\_

UCARE Date Completed \_\_\_\_\_

OFFICE USE ONLY

Approved by Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Facilities: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Director: \_\_\_\_\_

Date: \_\_\_\_\_