



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 or 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:

- Persons serving alcohol must be at least 21 years old and have completed UCARE training.
- Amounts of alcohol to be served will be determined by the Center for Leadership and Involvement. This amount will be determined by the length of the event and the anticipated number of guests.
- Groups must designate one student and one full time staff or faculty member to be responsible for the event and present for the entire duration of the event. For large events, additional persons may be required. It is strongly recommended that all responsible parties attend UCARE training but at least one is required.
- Only beer and wine may be served.
- For events where individuals under 21 may be present, University staff or faculty members or their direct designees may have to check identification and serve the alcohol.
- Students will be allowed a maximum of three reasonably sized drinks. Fewer drinks may be allowed depending on the length of the event. The number of drinks consumed must be strictly monitored.
- Appropriate precautions must be taken to ensure that event participants under 21 do not have access to alcoholic beverages.
- Sufficient amounts of non-alcoholic beverages must be available.
- Adequate quantities of non-salty food must be served.
- Consumption of alcoholic beverages will be limited to an approved area, usually a closed room or section of the building. The organization sponsoring the event is responsible for ensuring that alcohol is consumed only in the designated area and not carried outside the area or the building.
- Individuals are not allowed to bring their own alcohol to an event.
- There may be no reference to the availability of alcohol in any publicity for the event.
- 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 Community Development and Operations Office. 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: _____

Administrator(s) 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 Dir/AD: _____

Date: _____