

**The University of Vermont Approval for On and Off-Campus Student Organizations Programs with Alcohol Service** (Please type or print clearly)

this form must be completed and submitted at least **10 business days in advance**. Please realize that successful event planning typically needs at least 4-5 weeks for adequate planning, organization and advertising. Please review the [Student Alcohol, Cannabis, Tobacco, and Other Drug Use Policy](#) for guidelines for alcohol service with the appropriate approving official for your event.

Date of Request	Requested by (individual):	Phone Number:	Email:	Address (individual):			
Date of Event:	Requested by (organization):	Event Name:	Anticipated Attendance:	Select one: <input type="checkbox"/> Indoor Event <input type="checkbox"/> Outdoor Event	Location of Event: <input type="checkbox"/> On Campus <input type="checkbox"/> Off Campus		
Target Audience <i>(Select all that apply)</i>	<input type="checkbox"/> UVM Students ( <i>Under 21</i> )	<input type="checkbox"/> UVM Students ( <i>21+</i> )	<input type="checkbox"/> UVM Staff/Faculty	<input type="checkbox"/> Non-UVM ( <i>Under 21</i> )	<input type="checkbox"/> Non-UVM ( <i>21+</i> )		
Advisor Name:		Advisor Phone Number:		Advisor Email:			
<p>The University of Vermont supports and promotes recognized student clubs/organizations and athletic teams, and respects the groups' rights and wishes to freely gather and socialize. Social events held by these recognized student groups and its members should be thoughtfully planned and adhere to university policy and state/federal law. In particular, events where alcohol is served should follow university policies and procedures in order to maintain the highest standards of health and safety.</p> <p><b>Examples of incidents that would be concerning:</b></p> <ul style="list-style-type: none"> <li>• The event had alcohol/drugs present and minors were served or enabled to consume alcohol or drugs.</li> <li>• Individuals became so intoxicated as needing medical attention or to be taken into protective custody (detoxed), and/or otherwise their health or safety was at placed at risk.</li> <li>• The event was disruptive to others in the surrounding area.</li> </ul>			<p><b>DOCUMENTATION REQUIRED:</b> The following must be attached before FINAL APPROVAL:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Menu of Confirmed Catering Order (Can be obtained from University Dining Services or approved Caterer in case of Food Waiver; for an Off-Campus event please attach the agreement).</li> <li><input type="checkbox"/> Confirmed Event Services Report (Can be obtained from University Event Services – Davis Center #301).</li> <li><input type="checkbox"/> Invitation/Advertising Poster: Please attach a copy of the advertising poster for this event and/or Invitation for the event.</li> <li><input type="checkbox"/> Statement of Purpose about Event <b>INCLUDING</b> <u>why alcohol is an important component</u> of this event. It should not be the focus of your event.</li> <li><input type="checkbox"/> A UVM fire evacuation plan must also be completed for <u>any outdoor events</u> and be submitted with the request.</li> <li><input type="checkbox"/> Please attach your guest list for all on or off campus events.</li> </ul>				
<p>NOTE: By signing and submitting this form, I am agreeing to all the policies set forth by the University of Vermont. The appropriate approving official reserves the right to cancel the event up to the time of the event if any of these stipulations or other University policies are violated. This form must be submitted with any request for payment to Procurement.</p>			<p>Requestor's Signature: ----- Please Print Clearly:</p>				
<b>APPROVAL SIGNATURES REQUIRED PRIOR TO FINAL APPROVAL. PLEASE START YOUR SIGNATURES WITH STUDENT LIFE AND PROCEED TO THE RIGHT (if applicable).</b>							
Dir. of Student Life (656-2060)	Sign:	UVM Police Services (656-3473)	Sign:	University Event Services Davis Center: 656-1024. Outside Davis Ctr: 656-5667	Sign:	University Dining Catering Services (656-2284)	Sign:
	Print:		Print:		Print:		Print:
<input type="checkbox"/> APPROVED:	Approving Official's Signature:				Date:		
<input type="checkbox"/> DENIED:	Vice Provost for Student Affairs						