

# REQUEST FOR USE OF ALCOHOLIC BEVERAGES

University of California,  
San Francisco

Today's Date: \_\_\_\_\_

Location of event:

Faculty/Alumni House

Sponsoring Organization/Dept. \_\_\_\_\_

Contact person for event: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Daytime phone #: \_\_\_\_\_

Student    UC Employee    General Public

**Name/Description of Event:**

Day & Date \_\_\_\_\_ Time of \_\_\_\_\_ AM    PM to \_\_\_\_\_ AM    PM Est. # of people to attend \_\_\_\_\_

**Alcoholic Beverages are Limited to the Following:**

Beer Quantity: \_\_\_\_\_

Wine/Champagne Quantity: \_\_\_\_\_

*Please note that there may be department requirements regarding the use of red wine. Check with the scheduling coordinator for on-site regulations – Red wine is only permitted at the Faculty/Alumni House for sit-down meals in the dining room.*

**If outside caterer is contracted, please complete the following information:**

Business Name: \_\_\_\_\_ Contact Person \_\_\_\_\_ Phone #: \_\_\_\_\_

As the person responsible for this event, I acknowledge that I have read and fully understand the UCSF Faculty/Alumni House policies and procedures, and guarantee that all conditions will be met.:

1. A representative of the hosting organization/department, responsible for the event, will be present at all times during the function.
2. Alcoholic beverages will not be consumed by individuals under 21 years of age. Nonalcoholic beverages will be available in sufficient quantities.
3. Although alcoholic beverages may be given away, they will not be sold at this event.
4. Adequate security will be provided. (The UC Police Department will determine what constitutes adequate security.)
5. Publicity for the event will not advertise the availability of alcoholic beverages.
6. The event will be confined to members of the campus community and their guests. The term "guest" does not imply the general public.
7. On-site regulations regarding the use of alcohol (for example, red wine may not be served on some sites) will be complied with. Check with the scheduling coordinator for on-site regulations.

Name: \_\_\_\_\_

UCSF Employee ID#: \_\_\_\_\_

Email: \_\_\_\_\_

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

**Approved by:**

Site Scheduling Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Director, Student Relations: \_\_\_\_\_ Date: \_\_\_\_\_

# REQUEST FOR USE OF ALCOHOLIC BEVERAGE

## Instructions

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1. Notify the Site Scheduling Coordinator of plans to serve alcohol on site. Obtain a “Request for Use of Alcoholic Beverages” form.
2. Check with the Site Scheduling Coordinator regarding on-site regulations for the use of alcohol.
3. Obtain approval for the “Request for Use of Alcoholic Beverages” from the Office of Student Relations and UCSF Police Department. The form may be mailed or faxed as follows:
  - *Routing request for approval:*  
Office of Student Relations – Box 0376; Phone 415.476.4318; Fax 476.7295  
UCSF Police Department – Box 0238; Phone 415.476.5455; Fax 476.8205
  - *Return form to the appropriate site:*  
Faculty/ Alumni House – Box 0970; Phone 415.476.2077; Fax 476.9570  
Laurel Heights Conference Center – Box 1200; Phone 415.476.8050; Fax 476.8102  
Library Lange Reading Room – Box 0840; Phone 415.476.9584; Fax 476.4653  
Millberry Union Conference Center – Box 0234; Phone 476.2049; Fax 476.3566

The “Request for Use of Alcoholic Beverages” form must be completed and returned to the Site Scheduling Coordinator at least one week prior to the scheduled event.

Questions regarding this form should be directed to the Director, Office of Student Relations, Box 0376; 415.476.4318.