



Student Organization Alcohol Permit & Event Registration

Before completing this form, please ensure you understand the Emory Alcohol Policy at <http://policies.emory.edu/8.8>.

Sponsor Organization: _____ Account Number: _____

Person in Charge: _____ Phone Number: _____ Email: _____

Organization Advisor: _____ Phone Number: _____ Email: _____

Title of Event: _____ Event Location: _____

Description of Event: _____ Estimated Attendance: _____

Event Date: _____ Event Start Time: _____ Event End Time: _____

To ensure compliance with the Emory University Campus Life Alcohol Policy, please answer the following questions.

NOTE: All **undergraduate student organizations** are required to use Emory Card Readers to verify age. All **graduate student organizations** must use the Emory Card Reader if there are any undergraduate students who are expected to be present. All **graduate student organizations** must have a designee to monitor alcohol and check IDs even if everyone who is expected to attend should be over 21. The person(s) operating the Emory Card Reader must be a current Emory faculty or staff member who has been trained to use the machine. You must contact the Emory Card Office to reserve the equipment at least 2 weeks in advance (404-727-0224).

1. Who will be attending the event? (circle all that apply)

Open to the Public For Invited Guests Only Other _____

2. Specify amount in ounces and kind of alcohol beverages to be served: _____

NOTE: Kegs are not permitted in the DUC or Cox Hall.

NOTE: Liquor is never allowed - Only Beer and Wine.

NOTE: Appropriate portion guideline per person over 21: 2 - 4oz. of wine or 2 - 12oz. of Beer

3. Specify amount in ounces and type of NON alcoholic beverage to be served: _____

4. Specify amount and type of food to be served: _____

5. Will individuals under the age of 21 attend the event? Yes No

If you answered Yes to question 5, please answer questions 6-9. If you answered No, go to question 9.

6. Have you ordered wrist bands for individuals over the age of 21? Yes Not Yet Not Required

Wristbands are required for all events where Question 5 is answered "Yes." If "not yet", estimated date of completion: _____

7. Have certified security or Emory Police been hired for the event? Yes Not Yet Not Required

Certified Security is required for all events where Question 5 is answered "Yes." If "not yet", estimated date of completion: _____

If yes, who? _____

8. Have professional, third party alcohol servers been hired for the event? Yes Not Yet Not Required

A licensed caterer or trained non-student server is required for all events where Question 5 is answered "Yes."

If "not yet", estimated date of completion: _____

What company/who will monitor or serve the alcohol? _____

NOTE: For events in Cox Hall, those must be Sodexo bartenders.

9. Monitor(s) check to see that only people with appropriate hand stamp/bracelet, enforces policy to ensure alcohol does not leave the designated event space, and remains on duty throughout the event. For all events where Question 5 is answered "Yes," the primary monitor must be the organization advisor. For all events where Question 5 is answered "No" and approved, the monitor must be a designated officer of the group.

Who will serve as monitor(s) for this event: _____

NOTE: Advisors are required to be present if underage people will be present. You must reschedule the event in order to accommodate your advisor, or you must hold the event without alcohol.

Appropriate Authorizations

EVENT ORGANIZER: Your signature indicates that you have read and understand the Alcohol Policy (<http://policies.emory.edu/8.8>) and, if the event is sponsored by a Student Organization, that you have met with your advisor to discuss this event and how alcohol will be served. Additionally, the Office of Student Leadership and Service or the Office of Meeting Services reserves the right to require you to modify provisions addressed in this reservation form.

Signature: _____ Date: _____

Printed Name: _____

FACULTY/STAFF ADVISOR (For Student Organizations) :

Please explain the role you have had in the planning of this event and any concerns or questions you may have:

By signing this form, the faculty or staff advisor acknowledges that she or he:

- Has read and understand the Emory Alcohol Policy (<http://policies.emory.edu/8.8>)
- Has met with the student(s) planning this event
- Will ensure that the organization will follow the alcohol policy and the steps outlined on this form
- Will be present at the event, when alcohol is present and being served.

Signature: _____ Date: _____

Printed Name: _____

OFFICE OF STUDENT LEADERSHIP & SERVICE (for all student organization events): Take to DUC Room 340E for approval

APPROVED NOT APPROVED - Rationale: APPROVED with Required Changes:

Rationale or changes:

Director's Signature: _____ Date: _____

Printed Name: _____ Phone: _____ Email: _____

DUC/COX Staff Approval (for all events in DUC or Cox Hall): Take to DUC Room 220E for approval

APPROVED NOT APPROVED - Rationale: APPROVED with Required Changes:

Rationale or changes:

Staff Signature: _____ Date: _____

Printed Name: _____ Phone: _____ Email: _____

After obtaining final approval from the Office of Student Leadership & Service, they will make you 3 copies. One will remain with the OSLS. Submit the original to Meeting Services (DUC Room 220E). The final two copies are for the Person in Charge and the Organization Advisor. Questions? Contact the OSLS at 404.727.6169 or Meeting Services at 404.727.5355.