

REGISTRATION OF EVENT INVOLVING ALCOHOLIC BEVERAGES ON CAMPUS

This form should be completed and submitted at least three (3) days in advance of any event held on campus where alcoholic beverages will be served. **Please submit 2 copies.** *FOR EVENTS WHERE ALCOHOL IS BEING SERVED BY WMU CATERING, THIS FORM WILL NOT BE REQUIRED. WHEN USING WMU CATERING, PLEASE CONTACT THEM AT (269) 387-4868 FOR ADDITIONAL INFORMATION AND PROCEDURES.

SECTION I

1. _____
Sponsoring agency or organization
2. _____
Date of the function
3. _____
Time of the function (inclusive)
4. _____
Purpose of the function
5. _____
Location (specific)
6. _____
Anticipated attendance
7. _____
Beverage(s) to be served
8. _____
Source of beverage funding

SECTION II

1. No one shall be served or permitted to consume any alcoholic beverages who is not twenty-one (21) years of age or older nor shall any person who appears visibly intoxicated be served alcohol.
2. Alcoholic beverages may not be sold, paid for by donation, registration fee, or included in the price of a meal and/or hors d'oeuvres.
3. The Dean, Director, or Chair of the applicant's department must approve registration.
4. No alcohol to be served on campus prior to 5:00 p.m.

I stipulate that I have read and will conform to the restrictions that are listed in Section II and I further testify that the alcoholic beverages are donated and that no charge, direct or indirect, will be made for their use or consumption, or for admission to the activity. Lastly, it is agreed that the sponsoring organization will be responsible for the activity in its entirety, i.e. crowd control, protection of physical properties, and adherence to the established time limitations of the activity. **Please check the box to indicate compliance.**

Received:	

Timothy R. Kellogg, Manager	
Business Services	
2324 Seibert Administration Building	

Date	

Applicant's signature

Approved by (signature)

Date

Organization

Telephone Number