

# UNIVERSITY OF WEST GEORGIA

## Alcohol Request Form

[Third Parties will also complete a Facility Use Agreement]

The University of West Georgia acknowledges legal alcohol use for those individuals of appropriate age but requires adherence to UWG's [Alcohol and Tobacco on Campus Policy and associated procedures](#). Form submission does not ensure authorization.

1. Complete all sections and obtain the required signatures.
2. Submit to the Chief Campus Services Officer at least ten (10) business days before your event. *Outside vendors providing alcohol must have a current pouring permit and a completed Facilities Use Agreement on file with Campus Services. Include the agreement with this form submission.*
3. Keep a copy available for inspection at the event site.

Name of sponsoring organization/dept. \_\_\_\_\_

Name of organizer representative \_\_\_\_\_

Phone: \_\_\_\_\_

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

<b>Event</b>		
<b>Brief Description</b>		
<b>Date of the event:</b>	<b>Location:</b>	<b>Start/End time:</b>
<b>Check one:</b>	<b>Beer &amp; Wine only</b> <b>Full Bar</b>	<b>Proposed # of bar stations:</b> _____
<b>Will wristbands or stamps be issued to note age ID checked?</b>		<b>Yes:</b> <b>No:</b>
<b>Will Students attend or have access to the Event?</b>		<b>Yes:</b> <b>No:</b>
<i>Designated Responsible Employee –must be at least 21 years of age.</i>		
<b>Contact information of third-party contracted TIPS training and /or security vendor.</b>		<b>Phone:</b>
<b>Check here if the Event is faculty/staff only, and access to alcohol will be self-service.</b>		
I have read <a href="#">UWG PL 7006, Alcohol and Tobacco on Campus and Associated Procedures</a> , and agree to assume responsibility for strict adherence to the appropriate laws and policies for serving alcoholic beverages. <b>Must include proof of TIPS training and/or security agreements where applicable.</b>		
<b>Print name:</b>	<b>Student/Staff ID #:</b>	
<b>Signature:</b>	<b>Phone:</b>	<b>Date :</b>

Signature confirms the Organizer has discussed event Procedures with necessary parties and arrangements comply with University Policy and State law.

**For UWG and Social Events where alcohol is served** – the following signature is required.

**Signature** (*Chief Legal Officer*) \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Tailgate Event(s)** - Approval from respective administrator is required (*VPs for Academic Affairs, Student Affairs, or University Advancement, Dir. of Athletics, Chief Legal Officer, or University President*).

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_