

**APPLICATION TO SERVE ALCOHOL FOR MUHLENBERG COLLEGE  
INTERNAL AND CO-SPONSORED EVENTS**

Responsible Party (Contact Name): \_\_\_\_\_ Phone Ext: \_\_\_\_\_

Name of Sponsoring Party (Department / Organization): \_\_\_\_\_

Account to be charged (Required): \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Alcohol Service Start Time: \_\_\_\_\_ Alcohol Service End Time: \_\_\_\_\_

\*Location of Event: \_\_\_\_\_ Number of attendees: \_\_\_\_\_

Invited Constituents:  Faculty/Staff  General Public  
(check all that apply)  Students  Co-Sponsored Organization

Purpose of event: \_\_\_\_\_

Type of alcohol:  Beer  Wine  Other: \_\_\_\_\_

Type of food served: \_\_\_\_\_

Alcohol Source:  BYOB  Muhlenberg Inventory  3<sup>rd</sup> Party \_\_\_\_\_

Type of Event:  Reception  Dinner  Other: \_\_\_\_\_

\_\_\_\_\_ (herein after referred to as "Responsible Party") has made arrangements, separate from this document, for the use of facilities owned by Muhlenberg College, as indicated above, and for catering of food by the College's food service provider, on the above indicated date.

\*It is imperative you complete a Facility Reservation Request Form (F.R.R.F.) for on campus venues prior to completing this document.

Responsible Party hereby certifies that he/she is aware of the Muhlenberg College policy and procedures regarding the service of alcoholic beverages at events held on the College Campus, and he/she agrees that the event hereby registered will be conducted in strict compliance with these policies and procedures, as noted on page 2 of this form and College policies that govern specific constituencies regarding alcohol.

Sponsoring Department/Organization agrees to be bound by the provision contained herein, including page 2 of this form. I hereby represent that I have the authority to bind the sponsoring department / organization.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name Department / Organization

**NOTE: Please attain the authorization of your reporting V.P. or Dean prior to submission of the application to the Office of Seegers Union and Campus Events.**

**Official use/Do not write in this box**

**Senior Officer Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Union Confirmation:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Treasurer's Office (for exceptions):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Original: Campus Events File    Yellow: Dining Services    Pink: Campus Safety    Gold: Responsible Designee

## Alcohol Policy and Procedures for Internal and Co-sponsored Events

1. The individual completing this form (Responsible Party) must be 21 years of age or older.
2. The Sponsoring Department is responsible for attaining the authorization of their reporting V.P. or Dean prior to submission of the application to the Office of Seegers Union and Campus Events.
3. Request must be submitted fourteen business days prior to the event to allow time for review.
4. All alcoholic beverage service requires the College's food service provider bartender(s) to handle and serve alcohol.
5. Alcohol is limited to beer and wine and service is limited to a total of two hours. If wine is to be served with dinner; alcohol serving during the reception must be limited to one hour.
6. The sponsoring organization is responsible for providing appealing and adequate food and non-alcoholic beverages for the duration of the event. Breads, meats, cheeses, vegetables, brownies, pizzas, subs, etc. are considered appropriate foods; chips, pretzels and salty snacks are not considered acceptable.
7. Any individual deemed by a college representative or one of the College's designees to be visibly intoxicated will not be permitted to enter or will be asked to leave.
8. No alcoholic beverage will be served to any person who is under twenty-one (21) years of age or who is visibly intoxicated. Proof of age will be required. Please advise your attendees to be prepared to produce appropriate identification, if asked. ***Your attention is directed to Pennsylvania Law that prohibits the serving, furnishing, and consumption of alcoholic beverages to or by persons under 21 years of age.***

College Departments hosting an internal or co-sponsored event shall be required to order alcohol through a central inventory via Muhlenberg College Dining Services. Dining Services will execute preparations upon receipt of approved form. Muhlenberg Dining Services will bill internal departments for any associated costs for supplies and bartenders/servers. The College's Purchasing Office will bill the internal departments directly for alcohol consumed (or opened).

9. No alcoholic beverages shall be dispensed from any large single source containers such as party balls, kegs or barrels. When serving wine with dinner, no carafes, decanters, or wine bottles are permitted on the table. The College's food service provider will be responsible for pouring the wine during dinner.
10. Requests for alcohol service and this application will be considered for:
  - A. functions where the College is the sponsor and social host of the event. This requires that College funds (charged to a College account) be used to pay for the purchase and serving of alcoholic beverages. Examples include College sponsored events such as lectures, dinners, receptions, parties, and picnics, organized by various groups of faculty, staff, trustees and alumni volunteers to serve the broader interests of the College.
  - B. functions related to continuing education programs such as conferences, workshops and seminars.
  - C. functions whereby an organization whom the College has an affiliation such as event sponsors, company holiday receptions or dinners, etc.

Each of the items above is mutually exclusive.

11. No alcoholic beverages will be sold in any manner, including by use of tickets or donations.
12. The event may require security at an additional charge to the Sponsoring Party. College will determine if security is needed and the number of personnel required at the event.
13. The "Responsible Party" must be on site to ensure all alcohol remains within the reserved space designated on the Facility Request Form (F.R.R.F.).
14. Students and Student Organizations completing this form are required to follow the guidelines outlined in the Muhlenberg College Student Alcohol Policy.
15. Requests to host events involving exceptions to elements of this Policy will only be considered for events managed and/or sponsored by either the President's Office or the office of Advancement. Such requests will be reviewed by the Treasurer's Office (Risk Management).