

Registration Form For Events Where Alcohol Will Be Served

1. Event: _____

2. Name of Sponsoring Group or Department: _____

3. Name of Individual Registering Function: _____

4. Location of Event: _____

5. Type of Activity: _____ Reception: _____ Dance: _____ Picnic: _____ Other (describe): _____

6. Date of Activity: _____ Number of Attendees Expected: _____

7. Time of Activity: From _____ To _____

8. Will individuals under the legal drinking age be in attendance? _____ Yes _____ No

8.a) Method of identification for underage persons in attendance:

9. If the answer to 8 is yes, list the names of those who will control underage drinking:

(Additional names should be attached to this sheet.)

10. What non-alcoholic beverages will be served? List kind and quantities:

11. What food items will be served? List kind and quantities:

12. List those who will serve the alcoholic beverages. Individuals who will be serving must be trained via the ARA TIPS program:

(Additional names should be attached to this sheet.)

14. Approval of appropriate University Vice President (or designee): _____

(Once approved by Vice President, proceed to Public Safety Office)

15. Review plans for the function with the University Director of Public Safety.

16. Arrange for City of Scranton Police and/or Fire Department coverage.

Signature of Director of Public Safety: _____

N.B. Those planning an event where alcohol will be served should review the SERVING AND CONSUMING ALCOHOL AT UNIVERSITY SOCIAL EVENTS section of the University Policy on Alcohol and Illicit Drugs. This policy can be found in the *Student Handbook*.

DISTRIBUTION:

Individual Registering Function - White

Vice President - Yellow

Public Safety - Pink

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