

LEHIGH UNIVERSITY REQUEST TO SERVE ALCOHOLIC BEVERAGES
AT UNIVERSITY-SPONSORED EVENTS

(Persons completing this request must be 21 years of age or older)

Name of Sponsoring Department/Organization: _____

Address: _____ Phone: _____ Email: _____

Date of Event: _____ Event Title: _____

Alcohol Service: Begin Time: _____ End Time: _____ Check here if wine is to be served with dinner:

Location of Event: _____ Number of Guests: _____

The following guidelines have been developed to encourage members of the University community to make responsible decisions about the service of alcoholic beverages and to promote safe, legal and healthy patterns of social interaction.

Members of the Lehigh University community are expected to be acquainted with and to abide by both state regulations and University guidelines related to the hosting of events where alcoholic beverages are served. The University's alcoholic beverage procedures are designed to be consistent with the laws of the Commonwealth of Pennsylvania, which prohibit the consumption and serving of alcoholic beverages by and to persons under 21 years of age.

These guidelines apply to "University-sponsored" events. A University-sponsored event, for purposes of this registration form, is one that is:

1. expressly authorized, aided, conducted, or supervised by the University; or
2. funded in whole or in part by the University; or
3. initiated and conducted or promoted by an officially-registered student organization, University department, faculty member or employee for the benefit of or on behalf of the University.

Examples of University-sponsored events include lectures, dinners, receptions, parties, and picnics, organized by various groups of students, faculty, staff, trustees and alumni volunteers to serve the broader interests of the University. Related continuing education programs such as summer conferences, workshops and seminars may be regarded for legal and insurance purposes as qualifying events.

Regulations Regarding the Serving of Alcoholic Beverages by
Sponsoring Parties within Lehigh University Facilities:

1. Alcoholic beverages can only be served when the University is the sponsor and social host of the event. This requires that University funds (charged to a University account) be used to pay for the purchase and serving of alcoholic beverages.
2. The Sponsoring Department/Organization has made arrangements, separate from this document, for the use of facilities owned by Lehigh University, as indicated above, and for the catering of food by Lehigh University Dining Services, on the above indicated date.
3. All alcoholic beverage service requires a University-approved bartender who will be provided through Lehigh University Dining Services.
4. Permitted Alcohol Service:
 - a. FOR EVENTS WHERE DINNER WILL BE SERVED AND WINE IS TO BE SERVED WITH DINNER: Receptions with alcohol may only be held prior to the meal and are limited to **one (1) hour**.
 - b. FOR EVENTS WHERE DINNER WILL BE SERVED AND NO WINE IS TO BE SERVED WITH DINNER: Receptions with alcohol may only be held prior to the meal and are limited to **two (2) hours**.
 - c. FOR EVENTS WITHOUT DINNER: A **two (2) hour** continuous service of alcohol is permitted.
5. Non-alcoholic beverages in sufficient quantities in proportion to the number of guests must be available. In addition, substantial amounts of hors d'oeuvres or other food, as determined by Lehigh University Dining Services, in relation to the number of guests, must be served and be located in visible, accessible areas.

List of alcoholic and non-alcoholic beverages:

List of substantial hors d'oeuvres or other food to be served:

6. Individuals visibly intoxicated will not be permitted to enter or will be asked to leave the event.
7. No alcoholic beverages 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 requested.
8. No alcoholic beverages shall be dispensed from kegs or barrels. When serving wine with dinner, no carafes, decanters, or wine bottles are permitted on the table. The wait-staff will be responsible for pouring the wine during dinner.
9. No alcoholic beverages will be sold in any manner, including by use of tickets or donations.
10. All events including alcohol service require the presence of Event Staff when twenty-five (25) or more undergraduate students are present. The department hosting the event is responsible for hiring the Event Staff by contacting University Police at 8-4200.
11. **STUDENT GROUPS ONLY:** All undergraduate student groups hosting events with alcohol must hire Event Staff (cost to be covered by the host group) through the University Police. The Event Staff will be responsible for checking IDs and providing the wristbands to identify students who are 21. **Students must bring a valid driver's license to the event.**

Your attention is directed to Pennsylvania law, which prohibits selling, furnishing, or giving alcoholic beverages to persons under 21 years of age, as well as the consumption of alcohol by persons under 21 years of age.

I hereby represent that I have the authority to bind the Sponsoring Department/Organization and to approve the service of alcohol for this event. I further certify, on behalf of the Sponsoring Department/Organization that I am aware of the Lehigh University guidelines and procedures regarding the service of alcoholic beverages at events held on the University campus, including, but not limited to, those provisions contained herein, and I agree that the event hereby registered will be conducted in strict compliance with those policies and procedures.

Signature of Department Head, Dean or VP

Date

Print Name

Banner Index Number

Please return a signed copy to the department reserving the space where alcohol is to be served at least two (2) weeks prior to the event.

Conference Services U.C. Reservation Desk Zoellner Arts Center Rauch Field House Stabler Arena Taylor Gym
Goodman Campus Grace Hall