

LEHIGH UNIVERSITY
REQUEST TO SERVE ALCOHOLIC BEVERAGES
AT ON-CAMPUS STUDENT ORGANIZATION EVENTS
(Persons completing this request must be 18 years of age or older)

Name of Sponsoring Student 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:** _____

*Available Locations: Wood Dining Room, Iacocca Hall; University Center; Zoellner Arts Center (Baker Hall and/or Black Box Theater; Lamberton Hall (Great Room and Patio)

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 on-campus events initiated and conducted or promoted by an officially-registered student organization (e.g., an undergraduate or graduate Student Senate-recognized club, a fraternity or sorority) or a combination of such organizations.

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**Guidelines Regarding the Serving of Alcoholic Beverages by
Sponsoring Student Organizations within Lehigh University Facilities:**

1. The Sponsoring Student 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.
2. All alcoholic beverage service requires a University-approved bartender who will be provided through Lehigh University Dining Services.
3. Student organizations are prohibited from serving hard alcohol at University-sponsored events. Only beer and/or wine service is permitted.
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 at which undergraduate students will be present require the presence of Event Staff. The Sponsoring Student Organization hosting the event is responsible for hiring the Event Staff by contacting University Police at 8-4200. The Event Staff will be responsible for checking IDs and providing the wristbands to identify students who are 21 or older and/or ensuring that space reserved for alcohol service is designated or roped off to ensure proper checking of identification and the presence of students who are 21 or older. ***Students must bring a valid driver's license to the event.***
11. Fraternities, sororities, and other student organizations sponsored by or affiliated with a national organization must complete and return to the University at least 15 days before the event the Alcohol Release and Indemnification Agreement and shall provide the University with a Certificate of Insurance evidencing at least \$1,000,000 of Commercial General Liability coverage.

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 am an officer of the Sponsoring Student Organization and 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

Date

Print Name

Banner Index Number

Position at Sponsoring Student Organization

Based upon the representation made by the officer of the Sponsoring Student Organization as to the organization's understanding of and commitment to comply with University policy, guidelines and procedures, I approve of the service of alcohol, consistent with the guidelines described herein, at this event.

Vice Provost for Student Affairs

Date

Upon completion of this form, the Sponsoring Student Organization should keep one copy for its reference and must return a copy to the department reserving the space where alcohol is to be served at least two (2) weeks prior to the event.