

**FACULTY/STAFF
REQUEST TO PROVIDE ALCOHOLIC BEVERAGES**

Please send or deliver this form to the ADEPT Program, Counseling & Health Services, Ellison Campus Center, Room 107 (Ext. 6410). PLEASE PRINT CAREFULLY.

The _____ requests permission to ___ serve / ___ sell
 (Name of Group)
 alcoholic beverages.

DATE OF EVENT: _____ **LOCATION OF EVENT:** _____

HOURS OF EVENT: _____ **TYPE OF EVENT:** _____

APPROX. SIZE OF GROUP: _____

*If requesting to sell alcohol, this form **must** be submitted at least 21 days **prior** to the event so that it may be included in the agenda of the next meeting of the City of Salem Licensing Board. The group's advisor will accompany the institutional representative to a hearing at the City of Salem Licensing Board and provide any additional information required by the Licensing Board for the approval of a one day license to sell alcoholic beverages as outlined above.*

We, the undersigned, have read the college Alcoholic Beverage Policy and Procedures and accept full responsibility as officials of the sponsoring group for adhering to these guidelines.

*The group's Advisor will be in attendance at this event to assure that all provisions of the Alcoholic Beverage Policy are enforced. **PLEASE PRINT CLEARLY.***

- | | | | |
|----|--|--------------|----------------------|
| 1. | _____ | _____ | _____ |
| | Official of Sponsoring Organization | Phone | Date |
| 2. | _____ | _____ | _____ |
| | Advisor | Phone | Date Endorsed |
| 3. | _____ | _____ | _____ |
| | Facilities Coordinator | Phone | Date Endorsed |

In accordance with a hearing conducted by the ADEPT Program on this _____ day of _____, 200____, the following action was made upon this request:

_____ **Approved:**
 _____ **Disapproved:** _____
ADEPT Representative

Comments:

It is the responsibility of the Sponsoring Organization to contact Public Safety, ext. 6511, to determine if a Security Detail is needed.

Distribution:

Executive Vice President, AAA Proceedings' File, Administrator/Staff Member, Facility Coordinator