

# Alcohol Use Application – Public Organization

**DIRECTIONS:** The Alcohol Use form should be used by public or outside organizations wishing to rent University space for a private event. **Complete parts 1-3 below and print for signatures. \*\*Application must be submitted to University Catering not less than 7 days prior to event.\*\***

[ ]  **Alcohol Service Only** [ ]  **Alcohol Sale – Direct Sale or Indirect Sale**

***NOTE:*** *UNDER Montana law, sale of a ticket to an event where complimentary alcohol is served is considered a sale of alcohol.*

1. **CONTACT INFORMATION**

Responsible Person: Responsible Person

Phone: Phone

Email: Email

**The undersigned accepts responsibility for adherence to Montana laws and University policies related to the sale and service of alcohol on campus for this event. Failure to adhere to UM policies may result in immediate loss of all rental privileges.**

Responsible Person Signature: Date:

1. **EVENT INFORMATION**

Name of Group or Organization: Name of Group or Organization

Event Description: Event Description

Event Date: Event Date

Event Start Time: Event Start Time

Service End Time: Service End Time

Event End Time: Event End Time

Check one: [ ]  Private event [ ]  Public event

Is event being advertised? Yes/No If yes, where? Indicate where advertised

Anticipated Number of Attendees: # of Attendees

% of Attendees UNDER age 21: % of Attendees under 21

Event Location/Venue (Building Name/Room): Event Location/Venue (Bldg Name/Room)

1. **RISK MANAGEMENT PLAN**

The responsible person(s) must be in attendance during the event. List names of each who will be in attendance.

Responsible Person: Responsible Person

Phone #: Phone

Responsible Person: Responsible Person

Phone #: Phone

Is this event open to the public? Yes/No

From the list of risk management measures below, indicate those put in place for this event:

[ ]  Event will be catered by University Dining Services who will either employ the services of the University’s third party licensed alcohol vendor for the sale/service of alcohol or will use trained staff for the service of alcohol.

[ ]  TIPS-trained servers will be serving the alcohol; names and certifications of persons serving alcohol are attached (required only if UDS servers are not serving alcohol).

[ ]  All attendees will be carded at the door; attendees over the age of 21 will be issued wristbands. Event coordinator will arrange for adequate staff to enforce the proper use of age-indicating wristbands.

[ ]  Event liability insurance has been obtained (contact Risk Management Office at 243-2700).

[ ]  Other risk management measures taken: Enter other risk management measures.

**I agree to adhere to the following requirements:**

* Reasonable amounts of food and non-alcoholic beverages must be served for the duration of the event.
* No consumption of alcohol by persons selling or serving alcohol is permitted.
* At social functions where alcoholic beverages are provided by the sponsoring organization, direct access shall be limited to designated servers and consumption or possession permitted only within designated or monitored areas.
* Service and consumption of alcohol must be the lesser of four (4) hours or the duration of the event. Service of alcohol must end thirty (30) minutes prior to scheduled end of event.
* Safe transportation to and from events should be encouraged and/or provided, including a designated driver program.
* Drinking competitions are prohibited. Activities promoting forced consumption of alcohol are not allowed and could subject those individuals providing alcohol to civil liability.

I have reviewed the [UM Alcohol Policy](http://www.umt.edu/policies) and I accept the responsibilities outlined. I acknowledge that UM will determine whether security is required for the event and will order and charge the costs of security to the event organization. I have the authority to accept these additional charges on behalf of the organization renting the facilities.

Approval requests should be submitted to the UM Police Department (243-6131) and the Office of Environmental Health and Risk Management (243-2700) for approval. A copy of the completed application form should be forwarded to the University Catering Office, Lommasson Center 145, 243-6325 for approval at least seven (7) days prior to the scheduled event.

|  | Signature: | Date: |
| --- | --- | --- |
| UM Police Department: |  |  |
| Environmental Health & Risk Management: |  |  |
| University Catering: |  |  |