



Approval for Alcohol Service on Campus

Units requesting to serve alcohol at an on-campus event should submit this form to the campus Provost or Chancellor before entering into any contractual arrangements for the event.

Units must complete this form and submit it at least two weeks prior to the date of the event.

Campus:

Unit:

Event name:

Event date:

Event location:

University contact person:

Event description:

Name of proposed alcohol vendor:

Has the vendor been approved by the Office of Insurance, Loss Control, and Claims (INLOCC) to serve alcohol? Alcohol service will not be approved by the Provost/Chancellor if the vendor has not been approved by INLOCC.

Is this an IU event or is IU entering into an arrangement allowing an outside entity to use IU facilities?

Yes

IU event

No

Outside entity is using IU facilities

Describe the anticipated audience and participants for this event (for example, University staff/faculty, graduate students, undergraduate students, community members):

What is the anticipated size of the audience for this event?

Request approved

Request denied

Signature of Provost/Chancellor