

Alcoholic Beverage Service Event Procedures

The following procedure must be followed each and every time alcoholic beverages are to be served at the Ramsey Regional Activity Center, the University Outreach Center, Madison Hall, Bird Alumni House, or the A.K. Hinds University Center (except tailgating and UC BYOB events):

1. Campus applicant/sponsor must contact the aforementioned facility(ies) for location availability and make reservations. If accommodation can be made, the appropriate facility director or their designee will send a "Facility's Use/Event Application", along with the "Application for Alcoholic Beverage service", to the applicant/sponsor. Both application forms must be completed and returned to the scheduled facility's director **NO LESS THAN** seven business days in advance of the proposed activity. **Accommodation and approval cannot be guaranteed if applicant/sponsor does not adhere to these planning guidelines.**

[Upon making verbal reservation of the facility, the applicant/sponsor must immediately contact the University contracted Food Service Catering Coordinator and make the required food service arrangements.]

2. Once the applicant/sponsor has returned both application forms to the appropriate facility director, the "Application for Alcoholic Beverage Service" is reviewed by the director of the reserved facility and forwarded to the appropriate authorizing official(s) with a recommendation to approve or disapprove the application.

3. Once reviewed and approved by the proper authorizing official(s), the "Application for Alcoholic Beverage Service" is returned to the reserved facility's director.

4. The facility director will communicate approval or disapproval of the "Application for Alcoholic Beverage Service" to the applicant/sponsor.

5. If application is approved, applicant/sponsor must procure the appropriate alcoholic beverages. At least one (1) business day prior to the approved day of the event, the applicant/sponsor must contact the Food service Catering Coordinator within normal business hours (8am-5pm) and arrange for their delivery of alcoholic beverages to food service catering.

To reserve an area of Ramsey Regional Activity Center call 227-7677

To reserve an area of Jordan-Phillips Fieldhouse call 227-7338

To reserve an area of University Outreach Center call 227-7397

To reserve an area managed by the University Center call 227-7206

To reserve an area of Madison Hall call 227-2002

To reserve the Bird Alumni House call 227-7103