



## Student Group Event Alcohol Form

- This form must be completed and submitted via E-mail to Melissa Satchell (msatchel@law.upenn.edu) in Student Affairs
- Alcohol must be served AFTER 4:30pm, no exceptions
- Alcohol is prohibited in all classrooms
- Kegs are prohibited
- Any event serving alcohol, must also have food available
- Events with alcohol must have an educational component
- Student groups must have a bartender in attendance at any event with alcohol. You may secure a bartender through your cater, or you may hire a University bartender by following the instructions below:
  - Fill out form: <https://www.vpul.upenn.edu/alcohol/registeroncampus>
  - E-mail Noelle Melartin ([melartin@upenn.edu](mailto:melartin@upenn.edu)) and Jackie Radford ([jamich@upenn.edu](mailto:jamich@upenn.edu)) in the Alcohol and Other Drug Initiatives Office to confirm that they've received the form. Please also ask that they send the bartender bill directly to Dimitri Islam ([mdislam@law.upenn.edu](mailto:mdislam@law.upenn.edu)) as Student Affairs will cover the payment.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Group: \_\_\_\_\_

Name of the Event: \_\_\_\_\_

Date of the Event: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ AND End Time of Event: \_\_\_\_\_

Time alcohol will be served: \_\_\_\_\_ Location of Event: \_\_\_\_\_

What alcohol will be served: \_\_\_\_\_

Is your bartender from your caterer, or a University bartender? \_\_\_\_\_

Will there be any guests under the age of 21? \_\_\_\_\_

What food will be served at the event? \_\_\_\_\_

In order to ensure you have a successful event, we have listed the following laws and guidelines pertinent to the use of alcoholic beverages in the Law School complex. If you have any questions, please feel free to contact Student Affairs at [stuaffairs@law.upenn.edu](mailto:stuaffairs@law.upenn.edu).

- I. Commonwealth of Pennsylvania Law Prohibits:
  - a. The selling or furnishing of alcoholic beverages to persons under the age of 21. "Furnish" means to supply, give or provide to, or to allow to possess on premises;
  - b. The consumption of alcoholic beverages by persons under the age of 21;
  - c. Direct or indirect sale of alcoholic beverages without a license.
- II. The University of Pennsylvania Policy on Use of Alcohol requires the following:
  - a. University funds may not be used to purchase alcoholic beverages that will be served to persons under the legal drinking age;
  - b. Individuals or groups sponsoring University events will take reasonable measures to ensure that alcohol is not sold, served, or made available to persons who are under the legal drinking age, or to persons who are obviously inebriated;
  - c. Publicity for University social events directed primarily toward students will not include advertising the availability of alcohol at these events;
  - d. Persons in charge of various University facilities should, in consultation with students and others, develop and implement guidelines consistent with University policy for the use of alcoholic beverages in their facilities;
  - e. While the University recognizes that alcohol plays a role in some social activities, it deprecates its misuse and abuse. Alcohol consumption will not be considered an excuse for misconduct, but rather an aggravating factor to the misconduct in question;
  - f. Alcohol may not leave the area of the event and under no circumstances be taken outside the building.

I have received, read and understand, the laws of the Commonwealth of Pennsylvania and the University policies governing the serving of alcoholic beverages. I agree to conduct my event in accordance with these policies and understand the consequences for violations of these policies set forth in section IV of the Alcohol and Drug Policy of 9/1/99.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_