

RENSELAER POLYTECHNIC INSTITUTE ALCOHOL REQUEST

The request to serve beer, wine or liquor on the Rensselaer campus must be received by the Alcohol Review Committee c/o Student Health Center **AT LEAST Fourteen BUSINESS DAYS (14)** before your event. **Note:** if you are using an outside vendor the request **must be received Sixty (60) business days** before your event.

_____ requests permission to serve
(please check which one) _____ beer _____ wine or _____ liquor on campus as noted below:

Date of Event _____ Location _____
Time of Event: from _____ to _____ Time alcohol will be served: from _____ to _____
Purpose of Event _____

Open to: _____ Rensselaer Community _____ Members & Guest only _____ Public
_____ Rensselaer Faculty/Staff only _____ Rensselaer Students only

Quantity of Alcohol: Beer/Quantity _____ Sodexo _____ Yes
Wine/Quantity _____ No
Liquor/Quantity _____

Type & Quantity of non-alcoholic beverages _____
Type of food to be served _____

Maximum number of people expected _____ What total of that under 21 _____

Method of distribution (Distribution must be supervised if there are underage persons)
How will alcohol be served? _____
How will alcohol consumption be monitored? _____
Method of age check? _____

Name of person(s) over the age of 21 who will be responsible for obtaining and serving alcohol

Person in charge of event _____
Clean up committee chair _____ Source of funds for event _____

Signature of floor RA or Apartment Manager (if applicable) _____
Signature of duty RA (if applicable) _____
Signature of area coordinator (if applicable) _____
Signature of Pub Manager (if applicable) _____

I have read the Rensselaer Alcohol and Other Drug Policy and understand it is my responsibility to assure that this event is in accordance with state and local laws and university regulations. The permit will be posted near the serving location of the beverage alcohol. Responsibility for damaged or missing property will be assumed by this organization, person in charge or signer of this request as appropriate.

Signature of person in charge Printed Name

Local/Campus Address _____

E-mail address _____ Phone _____

PLEASE RETURN THIS FORM TO: Chair, Alcohol Review Committee, Student Health Center

For office use only: Date Received _____ Date Approved _____
Copies to: Public Safety and _____
Called for pick-up _____

SEE PAGE TWO OF THIS FORM FOR ACCURATE COMPLETION INFORMATION!

Quick Tips for Accurate Completion of Alcohol Request

Person or Group Requesting Permit ~ Should be the group or organization that is hosting the event, ie, School of Architecture. An individual's name should only be used when the permit is for a private party, ie, a wedding reception or a birthday party.

Time of Event/Time Alcohol is being Served ~ Events can be as long as you choose; however, alcohol can only be served for four hours during the event.

Quantity Requested ~ Total alcohol allowed at an event can be no more than one serving per person over 21 per hour not to exceed 4 hours. Serving sizes are 12 oz. beer, 5 oz. wine (5.5 servings per standard bottle). There are 22.5 servings in a liter liquor bottle. If Sodexo is serving, the quantity should read either 'cash' or 'open' (cash if the attendees pay per drink, or open if they do not), or a number of drinks per person.

Location ~ If outside, area must be roped off with a dedicated entrance – this will be marked on the permit.

Food/Snacks/Nonalcoholic Beverages ~ Food and snacks and some kind of non-alcoholic beverage other than water must be offered. There should be approximately as much non-alcoholic beverage as alcohol, if not more.

Method of Age Check ~ Driver's license is acceptable; not student ID.

How Alcohol is Served or Monitored ~ can be self-serve if all participants are over 21. Otherwise the alcohol must be handed out and supervised.

Total number of people under the age of 21 may NOT exceed 20% of the total number of people attending.

Who is Going to Obtain and Serve the Alcohol ~ must be over 21.

The Person in Charge of the Event ~ must be over 21.

If an alcohol permit request is not filled out completely, it will delay the turnaround time. Please call Kevin Readdean (276-6287) or email at readdk@rpi.edu if you have any questions.