



University of California, San Francisco • Office of Student Life
 Millberry Union, 126W • Box 0376
 Tel: (415) 476-4318 • Fax: (415) 476-7295
student.ucsf.edu/osl

Request for Use of Alcoholic Beverages

Print Name _____

Sponsoring Organization/Dept. _____

Mailing Address _____

Daytime Phone _____

E-mail _____

Student UC Employee General Public

Name and Description of Event _____

Date of Event _____

Time of Event _____ to _____ Estimated No. of People Attending _____

Beverage Quantity:

Beer # of bottles and/or cans _____

Wine/Champagne # of bottles _____

Please Note:

There may be dept. requirements regarding the use of red wine. Check with the scheduling coordinator for specific on-site regulations.

Requests are limited to beer, wine and champagne only.

If outside caterer is contracted, please complete the following:

Business Name: _____ Contact Person _____ Phone _____

As the person in charge of this event, I understand the following conditions apply:

1. A representative of the hosting organization/department, who is responsible for the event, will be present at all times during the function.
2. Alcoholic beverages will not be consumed by individuals under 21 years of age. Non-alcoholic beverages will be available in sufficient quantities.
3. Although alcoholic beverages may be given away, they may not be sold at this event.
4. Any special need for security will be determined by the Site Scheduling Coordinator and/or the Director of the Office of Student Life in cooperation with UC Police Department as necessary.
5. Publicity for the event may not advertise the availability of alcoholic beverages.
6. The event will be confined to members of the campus community and their guests. The term "guest" does not imply the general public.

Signature _____ Date _____

Approved By:

Site Scheduling Coordinator: _____ Date _____

Director, Office of Student Life: _____ Date _____

Request for Use of Alcoholic Beverages Instructions

For these UCSF facilities, please follow procedures 1 - 3 below.

- **Faculty Alumni House (Box 0970; 476-2077)**
- **Laurel Heights Conference Center (Box 1200; 476-8050)**
- **Lange Reading Room (UCSF Library) (Box 0840; 476-8293)**
- **Millberry Union Conference Center (Box 0234; 476-2019)**
- **Mission Bay (Box 2114; 514-4006)**

1. Complete and return the Request for Use of Alcoholic Beverages form to the Site Scheduling Coordinator for the facility in which you are requesting to serve alcohol.
2. Check with the Site Scheduling Coordinator regarding site specific regulations for use of alcohol.
3. Approval process for the Request for Use of Alcoholic Beverages form shall be as follows:
 - A. Site Coordinator mails or faxes the form to the Office of Student Life (OSL) for approval by the Director. (MU126; Box 0376; fax 476-7295)
 - B. The OSL mails or faxes the approved form to the Site Coordinator.

The Request for Use of Alcoholic Beverages form must be returned to the Site Scheduling Coordinator at least two weeks prior to the scheduled event.

For all other UCSF campus facilities, please mail or fax the Request for Use of Alcoholic Beverages form to the Office of Student Life (Box 0376; fax 476-7295).

On the approval of the Director, the OSL will mail the form to the sponsoring organization's contact person.

For questions and information about these procedures please contact the Office of Student Life at 476-4318.

Revised June 30, 2004