

Registration Form for Events Where Alcohol Will Be Served

1. Event: _____

2. Name of Sponsoring Group or Department: _____

3. Name of Individual Registering Function: _____

4. Location of Event: _____

5. Type of Event: _____ Reception: _____ Dinner: _____ Dance: _____ Other (describe): _____

6. Date of Event: _____ Number of Attendees Expected: _____

7. Time of Event: _____

8. Will individuals under the legal drinking age be in attendance? _____ Yes _____ No

8.a) If yes, how will identification and consumption be monitored to prevent underage drinking?

9. List the names of those from the sponsoring group/department who will serve as checkers of identification and control agents to monitor behavior:

(Additional names should be attached to this sheet.)

10. Will there be a full bar, wine and beer, etc.? What non-alcoholic beverages will be served? List kind and quantities:

11. What food items will be served? List kind and quantities:

12. List those who will serve the alcoholic beverages if not using bartenders provided by Aramark. Individuals who will be serving must be trained via the ARA TIPS program:

(Additional names should be attached to this sheet.)

13. Club Moderator's Signature (if applicable): _____

14. Approval of appropriate University Vice President (or designee): _____

(Once approved by Vice President, proceed to University Police Chief)

15. Review plans for the function with the University Chief of Police.

16. Arrange for City of Scranton Police and/or Fire Department coverage.

Signature of Chief of Police: _____

Those planning an event where alcohol will be served should review the SERVING AND CONSUMING ALCOHOL AT UNIVERSITY SOCIAL EVENTS section of the [University Policy on Alcohol and Drugs](#). This policy can be found on the University Policies website.

DISTRIBUTION: Individual Registering Function, Applicable University Vice President, University Police Chief, ARAMARK, Center for Student Engagement (Clubs & Organizations)