



Creighton University
Skutt & Harper Centers
Phone (402) 280-1700 or (402) 280-3358
www.creighton.edu/Skutt or
www.creighton.edu/HarperCenter



Request to Serve Alcohol When Students are Present

POLICY

1. Prior approval must be obtained from the Assistant Vice President for Student Services (or his/her designee) for any event where alcohol will be served. It will be necessary to complete and adhere to an alcohol contract obtainable from the Student Activities Office (for student organizations) or the Reservations and Event Planning Office (for university departments and external clients).
2. Any sponsoring organization or group which serves alcohol at their events must use trained servers from University Dining Service. Students must present a valid ID and their student ID.
3. Sponsoring organizations or groups assume responsibility for their social events. This responsibility includes insuring that only those of legal drinking age possess and/or consume alcoholic beverages, refusing to serve people who appear, act, or behave in an intoxicated manner; providing sufficient quantities of non-alcoholic beverages as dictated by the event and the crowd; and, finally, providing sufficient quantities of food throughout the event. In addition, the group has the responsibility of restricting alcohol to the designated area.
4. Advertisement for any event on campus shall be in good taste and conform to the posting policy. Those events involving alcohol shall conform to the “Creighton University Guidelines for Promotion of Events Where Alcohol Will Be Served”.
5. Public advertising or open access to social events where alcoholic beverages are being served are not in the best interest of the sponsoring group or of Creighton University. Therefore, any event open to the general public will not be given permission to serve alcohol.
6. For those on-campus social events where students are present and alcoholic beverages are being served, Public Safety personnel shall be notified of the event by the sponsoring group or organization to determine whether or not an officer should be present. The sponsoring group is responsible for any expenses that might result.
7. Consuming or possessing open containers of alcoholic beverages is prohibited in hallways, bathrooms, stairwells, general lounges, lobbies, study rooms, and all public areas unless specifically part of an event coordinated by the Reservations and Event Planning Office.
8. Further information regarding Alcohol at Events can be found at www.creighton.edu/harpercenter or www.creighton.edu/skutt under Facility Policies.

Clients who sponsor events where alcohol is present must adhere to the following guidelines in addition to those stated above:

- Alcohol service must stop 45 minutes before the event ends.
- Alcohol served at any event must be accompanied by a food order
- The duration of alcohol service can only last six hours when accompanied by a meal; a four hour limit will be placed on any other type of event.
- Alcohol will not be served after 12:45 a.m.
- Any damages to the University facilities or cleaning required as a result of the event will be the responsibility of the client.
- All clients must adhere to any and all Douglas County (Omaha) and Nebraska State laws regarding alcohol



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Client/Organization: _____

Contact Name: _____

Contact Email: _____ Contact Phone: _____

Will there be students present at the event (circle one): **YES** **NO**

What age/year and approximately how many: _____

In what capacity (guests, workers/volunteers): _____

Event Information

Event Title: _____ Location of Event: _____

Date of Event: _____ Expected Attendance: _____ Start Time: _____ End Time: _____

Refreshment Information

Alcoholic Beverages (*circle all that will be served*): *Beer* *Wine* *Liquor*

Amount of Alcohol to be Served (*Ex: One X gallon keg of beer will serve X people over an X hour period*):

Non-Alcoholic Beverage (*type and amount*): _____

Food (*type and amount*): _____

Signatures

We (the sponsors) have read and understand the Creighton University Alcohol Policy (available at www.creighton.edu/StudentActivities). We hereby agree to supervise the above activity and ensure that all policies and regulations of Creighton University and the State of Nebraska are followed by those in attendance.

 Client

 Assistant Director Skutt & Harper Centers

 University Dining Services

 Assistant Vice President for Student Services

 University Public Safety

**Fill out form in entirety and submit to the Reservations & Event Planning Office (Harper 3061 or Skutt Main Office)
 Contact (402) 280-1700 or (402) 280-3358 with questions.**

RESERVATIONS & EVENT PLANNING USE ONLY	
Date Received: _____	Staff's Initials: _____
Revised 9/8/09	