

ALCOHOL PERMIT FORM

Please review [Southwestern Law School's Policy on Alcohol and Other Drugs](#) before completing this form. Employees may submit their completed form to lawdean@swlaw.edu; students may submit their completed form to studentaffairs@swlaw.edu. All forms are due 14 days before the event.

Date _____ Contact Name _____

Department/Sponsoring Organization _____

Phone # _____ Email _____

Date of Event _____ Event Name _____

Start Time _____ End Time _____ Source of Funds _____

Event Location _____

Public Safety Officer _____

Rover(s) _____

List all food and non-alcoholic beverages that will be served at no charge to guests:

Number of expected attendees _____

Type of Alcohol Served (check all that apply) ☐ Wine ☐ Beer ☐ Champagne

Attendees (check all that apply):

- ☐ Students*
- ☐ Staff
- ☐ Faculty
- ☐ Alumni
- ☐ Non-SW

*Public Safety Officer Required

Waiver(s) Requested (check all that apply):

- ☐ Bartender

☐ Public Safety Officer
- ☐ 2 drink per person limit

☐ Rover
- ☐ Full Bar

☐ Alcohol Purchase through Events Management
- ☐ Other: _____

Please state reason for waiver request below:

For events with students, how will you verify legal drinking age (check all that apply):

- ☐ Tickets for 21+
- ☐ Bracelets for 21+
- ☐ Other - Explain _____

Please explain how you will enforce and monitor the drink limit requirement:

☐ **Approved**

☐ **Approved with following required changes:**

☐ **Denied for the following reason:**

☐ **No Decision. Returned to Contact for Additional Information.**

Decision Date: _____

By: _____