

FRANKLIN AND MARSHALL COLLEGE
REQUEST FOR PERMISSION TO SUPPLY AND SERVE ALCOHOLIC BEVERAGES
BY NON-STUDENT GROUPS AT ANY F&M EVENT

Effective procedures and sufficient personnel must be in place to ensure that your group complies with all the laws of the Commonwealth of Pennsylvania and all policies and practices of the College regarding the service of alcoholic beverages at any and all F&M events. The following must be agreed to before permission is granted to supply and serve alcohol:

1. Alcohol for a College event must be approved at least 14 days in advance by the division's Vice President or Office of the Provost **and** the VP for Finance and Administration.
2. Persons under 21 years of age may not be served alcohol or consume alcoholic beverages at the function. Additionally, persons who are visibly intoxicated may not be served alcoholic beverages nor be permitted at the function.
3. If students are present, an FPS employee or employee of a College-approved third party security firm must be in attendance for the entirety of the event to check identification cards and monitor the function. Students must use their F&M-issued identification (checked against a birthday list) and guests must show a valid state driver's license.
4. If students are present, a College-approved bartender (T.I.P.S.-trained or licensed vendor) must be present at the event to serve the alcohol.
5. Sufficient food and non-alcoholic beverages (other than water) in proportion to the number of people in attendance must be present throughout the function.
6. Alcohol will be purchased by the College, either through the food service provider or an authorized distributor by a designated College employee for on-site events and functions.
7. All unused alcohol will be returned for credit at the location of purchase or placed into inventory with the food service provider for use at a later date. Individuals, departments or offices are not permitted to store unused alcohol for future events or functions.

We understand the above conditions for the approval of supplying and serving alcoholic beverages, and we agree to abide by these conditions:

Sponsoring Group: _____

Group Representative/Applicant: _____

*Address: _____ Telephone: _____

*F&M employee/co-signer: _____

Date Of Function: _____ Self Serve _____ or Bartender _____

Description of Event: _____

Will persons under the age of 21 be attending? (circle one) Yes or No (If yes, please provide the name of the third party security firm or an FPS employee who will monitor the event).

Monitor Name: _____

Time function begins: _____ Ends: _____

Division's Vice President or Office of the Provost

Approved: _____ Denied: _____

Vice President for Finance & Administration

Approved: _____ Denied: _____

*only required if not an internal F&M office.

Any exceptions of any kind to these conditions must be described in writing by the applicant and approved in writing by the Vice President for Finance and Administration.