

Alcohol Exceptions Procedure	Procedure Number	5.4P
	Effective Date	March 29, 2013

1.0 PURPOSE

In accordance with Board of Trustees *Campus Alcohol Policy* 5.4, the purpose of this procedure is to explain the process of how an exception may be requested and considered for the serving and consumption of alcohol and College-sponsored events and/or activities.

2.0 REVISION HISTORY

Adopted on: 3/29/13

3.0 PERSONS AFFECTED


This policy applies to all students, faculty, staff, administrators, and other entities affiliated with Laramie County Community College.

4.0 DEFINITIONS

N/A

5.0 PROCEDURE

For off-campus or on-campus events and activities for which an exception to the *Campus Alcohol Policy* is desired, a written request must be submitted to the President's Cabinet for consideration and approval. Individuals seeking this exemption must submit the "Request for Authorization to Serve Alcoholic Beverages" form (included in this procedure) to the Office of the President at least ten (10) working days prior to the event.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Lisa Murphy, Institutional Advancement Associate Vice President	2/12/13
Approval by President's Cabinet		3/26/13
Ratified by College Council	Kari Brown-Herbst, Co-Chair	3/29/13
Approval by President (Signature)		3/29/13

REQUEST FOR AUTHORIZATION TO SERVE ALCOHOLIC BEVERAGES

The "Request for Authorization to Serve Alcoholic Beverages" form **MUST** be provided to the Office of the President at least ten (10) working days prior to the event.

Name of Requestor: _____

Department or Unit: _____

Name of Event: _____

Date of Event: _____

Number of Guests: _____

Purpose of Event: _____

Have you contacted a third party vendor and verified their license to distribute?

YES _____ NO _____

Name of third party vendor: _____

Plan to prevent underage drinking:

Source of funding for alcoholic beverages: _____

Estimated Cost: _____

SIGNATURES

Requestor: _____ Date: _____

President's Cabinet Member: _____

Date Approved: _____ Date Denied: _____