



## UNIVERSITY-SPONSORED ALCOHOL APPROVAL FORM

Date: \_\_\_\_\_

To: \_\_\_\_\_  
(Division Vice President)

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### SUBJECT: PRESIDENTIAL APPROVAL FOR EVENTS WITH ALCOHOL

Requestor: \_\_\_\_\_ Department: \_\_\_\_\_  
(Event Coordinator)

Office Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Campus Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
(if different from Above)

Office Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
(On-Site During the Event)

Office Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

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### EVENT DETAILS

EVENT NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ EVENT START TIME: \_\_\_\_\_ END: \_\_\_\_\_

NAME OF CAMPUS FACILITY/SPACE: \_\_\_\_\_

ESTIMATED NUMBER OF GUESTS: \_\_\_\_\_

WILL CPP STUDENTS BE IN ATTENDANCE\*: \_\_\_\_\_ YES \_\_\_\_\_ NO % of student in attendance\* \_\_\_\_\_

WHAT CONTROLS WILL BE IN PLACE AT THE EVENT TO ENSURE THAT STUDENTS ARE NOT CONSUMING ALCOHOL? \_\_\_\_\_

\*Per University policy, students cannot be served alcohol.

WILL THERE BE FOOD SERVED: \_\_\_\_\_ YES \_\_\_\_\_ NO

TOTAL COST AND RELATED COSTS (including but not limited to, alcohol purchases, bartender fees, corkage fees, police or security costs, etc.): \_\_\_\_\_

ENTERPRISES OR PHILANTHROPIC ACCOUNT#: \_\_\_\_\_

Note: This approval form serves both Enterprises and Philanthropic Foundation.

IF ALCOHOL IS DONATED, PLEASE LIST DONOR: \_\_\_\_\_ VALUE: \_\_\_\_\_



## TERMS

1. This form must be submitted within 5 business days of submitting catering order or reserving space.
2. University-sponsored alcohol purchase requires approval by the President or designee. Presidential approval must be received prior to any request for ABC license or Police Department services are arranged.
3. Alcoholic beverages served on campus by or for faculty, staff or students at informal gatherings or departmental activities are strictly prohibited, unless approved by the President or designee.
4. All on-campus registered student club and organization events must be alcohol-free.
5. An official University-sponsored events on campus can have up to 25% of student attendees with the approval by the President or designee.
6. For details and regulations on alcohol purchases, please refer to [CPP Alcohol and Other Drugs Policy](#).

Please have this form approved and return with the respective documents, to [Cal Poly Pomona Enterprises Financial Services](#).

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Department Dean/Designee Signature

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Division Vice President/Designee Signature

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President/Designee Signature