

ROGER WILLIAMS UNIVERSITY
ALCOHOLIC BEVERAGES POLICY APPROVAL FORM

In accordance with the Roger Williams University Alcoholic Beverages Policy, this Approval Form must be completed for all events on the University's Bristol, Portsmouth (Baypoint), and Providence (One Empire Plaza) campuses and off-campus University-sponsored events where alcoholic beverages will be served and/or consumed.

UNIVERSITY EVENT INFORMATION:

Event Location: _____ Event Date: _____

Department/Area Sponsoring Event: _____

Description of Event: _____

Method of Service of Alcoholic Beverages:	Cash Bar	Open Bar	Other:
Alcoholic Beverages to Be Served:	Beer	Wine	Spirits/Hard Liquor
Will Persons Under the Age of 21 be Present at the Event?	Yes	If Yes, Explain (or attach additional information): _____	
	No		

Caterer or Third-Party Establishment Responsible for Serving Alcoholic Beverages: * _____

I certify that I have reviewed the University's Alcoholic Beverages Policy and that the event described above will comply with the rules and regulations contained in the policy.

RWU Submitter Name (Print): _____ RWU Submitter Signature: _____ Date: _____

APPROVALS:

Select One	Type of Event	Necessary Approval(s)
	University Student Events on the Bristol campus within a building or off-campus	B: Vice President for Student Life
	University Student Events other than those captured above (i.e., occurring on the Bristol campus but not within a building or on the Portsmouth or Providence campuses)	A: EVP for Finance & Administration; and B: Vice President for Student Life
	All Other Events on the Bristol or Portsmouth campuses	A: EVP for Finance & Administration and B: Vice President for Student Life
	All Other Off- Campus University-Sponsored Events or Events on the Providence Campus	A: EVP for Finance & Administration

Once completed and all necessary approval(s) obtained, send original signed Approval Form to the Office of General Counsel for legal approval. OGC will distribute copies of the legal stamped Approval Form accordingly.

A: _____
 Marc A. Leonetti, EVP for Finance & Administration /Date

B: _____
 John J. King, Vice President for Student Life / Date

*If you are **NOT** using Bon Appetit Management Company as the caterer for an on-campus event OR if you are having an off-campus event that will be held at a facility that is not properly licensed to serve alcoholic beverages, you must consult with the Office of General Counsel to discuss licensing and liability issues.