

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 (150 Washington Street) 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 No
 If Yes, explain (or attach information): _____

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 the type of event and have the appropriate individual(s) in the Necessary Approval(s) column sign below:

Select One	Type of Event	Necessary Approval(s)
<input type="checkbox"/>	University Student Events on the Bristol campus within a building or off-campus	B: Vice President for Student Affairs
<input type="checkbox"/>	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; <i>and</i> B: Vice President for Student Affairs
<input type="checkbox"/>	All Other Events on the Bristol or Portsmouth campuses	A: EVP for Finance & Administration; <i>and</i> B: Vice President for Student Affairs
<input type="checkbox"/>	All Other Off-Campus University-Sponsored Events or Events on the Providence campus	A: EVP for Finance & Administration

Once completed and all necessary approvals(s) obtained, send original signed Approval Form to the Office of General Counsel (or email/scan to kchrupcala@rwu.edu). OGC will distribute copies of the Approval Form accordingly.

A: _____ Jerome F. Williams, EVP for Finance & Administration _____ Date _____

B: _____ John J. King, Vice President for Student Affairs _____ 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.