

Request to Serve Alcohol When Students are Present

POLICY

1. Prior approval must be obtained from the Director of the Skutt and Harper Centers (or his/her designee) for any event where alcohol will be served. It will be necessary to complete and adhere to all university policies and applicable state laws.
2. Any sponsoring organization or group which serves alcohol at their events must use trained servers from University Dining Service. Students must present a valid ID and their student ID.
3. Sponsoring organizations or groups assume responsibility for their events. This responsibility includes insuring that only those of legal drinking age possess and/or consume alcoholic beverages, refusing to serve people who appear, act, or behave in an intoxicated manner; providing sufficient quantities of non-alcoholic beverages as dictated by the event and the crowd; and, finally, providing sufficient quantities of food throughout the event. In addition, the group has the responsibility of restricting alcohol to the designated area.
4. Advertisement for any event on campus shall be in good taste and conform to the posting policy. Those events involving alcohol shall conform to the “Creighton University Guidelines for Promotion of Events Where Alcohol Will Be Served” [http://www.creighton.edu/fileadmin/user/StudentServices/CenterforStudentIntegrity/docs/Student_Handbook - 2010-2011 FINAL 8-20-10 .pdf](http://www.creighton.edu/fileadmin/user/StudentServices/CenterforStudentIntegrity/docs/Student_Handbook_-_2010-2011_FINAL_8-20-10_.pdf).
5. Public advertising or open access to social events where alcoholic beverages are being served may not be in the best interest of the sponsoring group or of Creighton University. Therefore, any event open to the general public will be scrutinized very carefully.
6. For those on-campus social events where students are present and alcoholic beverages are being served, Public Safety personnel shall be notified of the event to determine whether or not an officer should be present. The sponsoring group is responsible for any Public Safety expenses that may result.
7. Consuming or possessing open containers of alcoholic beverages is prohibited in hallways, bathrooms, stairwells, general lounges, lobbies, study rooms, and all public areas unless the area is specified as part of an event coordinated by the Reservations and Event Planning Office.
8. Further information regarding Alcohol at Events can be found at www.creighton.edu/harpercenter or www.creighton.edu/skutt under Facility Policies.

Clients who sponsor events where alcohol is present must adhere to the following guidelines in addition to those stated above:

- Alcohol served at any event must be accompanied by a food order through University Dining Services.
- The duration of alcohol service can only last six hours when accompanied by a complete meal; a four hour limit will be placed on any other event with alcohol and food that is not a complete meal.
- Alcohol will not be served after 1:45 a.m. and must be cleared by 2:15 a.m.
- Any damages to the University facilities or cleaning required as a result of the event will be the responsibility of the client.
- All clients must adhere to any and all Douglas County (Omaha) and Nebraska State laws regarding alcohol

Questions may be directed to the Skutt and Harper Reservations Office by calling 280-1706 or emailing reservations@creighton.edu.



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Completed forms must be turned in to the Skutt Student Center, room 200 at least 2 weeks prior to the date of the event.

Client/Organization: _____

Contact Name: _____

Contact Email: _____ Contact Phone: _____

Will there be students present at the event (circle one): YES NO

What age/year and approximately how many: _____

In what capacity (guests, workers/volunteers): _____

Event Information

Event Title: _____ Location of Event: _____

Date of Event: _____ Expected Attendance: _____ Start Time: _____ End Time: _____

Refreshment Information

Alcoholic Beverages (*circle all that will be served*): Beer Wine Liquor

Amount of Alcohol to be Served (*Ex: One X gallon keg of beer will serve X people over an X hour period*):

Non-Alcoholic Beverage (*type and amount*): _____

Food (*type and amount*): _____

Signatures

We (the sponsors) have read and understand the Creighton University Alcohol Policy (available at <http://www.creighton.edu/student-services/skutt-student-center/facility-policies/index.php>). We hereby agree to supervise the above activity and ensure that all policies and regulations of Creighton University and the State of Nebraska are followed by those in attendance.

Client Date

Moderator (only registered student organizations) Date

Director of Skutt & Harper Centers Date

Approved: Yes No

Notification sent to: Catering Public Safety Student Activities (if sponsored by student organization)
 Other

No consideration will be given to events that scheduled to occur in less than 14 days of the receipt of this form.