

## PERMISSION TO POSSESS/USE ALCOHOLIC BEVERAGES

Permission will not be granted for activities in academic facilities while classes are being held; nor in the same facilities during athletic events, concerts, or lectures; nor in research areas; however, permission may be granted to possess/consume alcoholic beverages in those facilities when they are not being used for one of the above activities.

Per Policy AD18, for requests to possess/use alcoholic beverages in areas open to the public (picnic areas, parking areas, lawns), areas of buildings open to the public (a lobby or lounge of a building scheduled to be open at the time), or private or closed areas, permission is to be acquired 30 days before the scheduled activity from the requesting department's budget executive, F.O., the facility coordinator for the event location and the following, as applicable:

At University Park- University Risk Officer

At non-U.P. Locations- Chancellor at each location

**A copy of ALL forms, whether approved or denied, must be forwarded to the Risk Management Office  
Email: [ad18form@psu.edu](mailto:ad18form@psu.edu) or Fax: 814-865-4029**

**Prohibitions:**

1. Only unrestricted gift funds, or specific restricted funds, can be used to purchase alcoholic beverages.
2. All alcoholic beverages must be purchased in Pennsylvania.
3. No person under the age of 21 years may consume, possess, or be served alcoholic beverages. It is the responsibility of the person(s) distributing alcoholic beverages to determine the age of the recipient.
4. No alcoholic beverages may be furnished to a person who appears to be intoxicated. If more than 20 people are in attendance, a certified bartender must be used to serve the alcoholic beverages.
5. Events which include undergraduate students are precluded from serving alcohol unless approved by the VP for Student Affairs or DSA/DSES at Commonwealth Campuses.
6. Alcoholic beverages may be provided at employee events and paid from unrestricted gift funds ONLY when the event is **sponsored and attended by the Unit Budget Executive**. Otherwise, an exception must be granted by the Corporate Controller's Office (for University Park events) or by the VP for Commonwealth Campuses (for campus events). **The written exception approval must be submitted with the Permission to Possess/Use Alcoholic Beverages form.**
7. Unit Budget Executive is defined as one of the following: University President, Executive VP & Provost, Vice Presidents, Vice Provosts, College Deans, UP Athletic Director, or Campus Chancellors.

**ACTIVITY:** \_\_\_\_\_  
 Date of Event: \_\_\_\_\_ Time from: \_\_\_\_\_ PM Time to: \_\_\_\_\_ PM  
 Building Area or Campus Location: \_\_\_\_\_  
 (Alcohol is only approved for this specific location. Alcohol consumed and/or provided at any other location within the facility is prohibited.)  
**Note: This form is also required for events held off campus if the event is not held at a hotel, restaurant, or other facility licensed to serve alcohol.**  
**SPONSORING UNIVERSITY UNIT:** \_\_\_\_\_  
 Unit Budget Executive: \_\_\_\_\_ Attending? Yes  No   
 Are all other attendees PSU employees? Yes  No   
 Person submitting form: \_\_\_\_\_ Email: \_\_\_\_\_  
 Name of Person in Charge of Event (if different than person submitting form): \_\_\_\_\_  
 \_\_\_\_\_ Phone: \_\_\_\_\_

**FUNDS FOR ALCOHOL**

Alcohol will be paid for or supplied by (check one and provide name):  
 Attendee \_\_\_\_\_  
 External Group or Individual \_\_\_\_\_  
 Internal Unit \_\_\_\_\_  
 University Account charged (if applicable) \_\_\_\_\_

**ACCESS:**

Limited by (select one of the following):  
 Invitation Only  Prepaid Registration  Pay at the door  Open to Public  Cash Bar   
 Approximate Number Attending: \_\_\_\_\_  
 Anyone under 21 other than students? Yes  No   
 Will Undergraduate Students be Attending? Yes  No   
 Student Affairs VP or DSA/DSES Authorization \_\_\_\_\_

**CATERING**

Will the event be catered? Yes  No   
 If yes, will one of the following University catering services be serving the alcohol?:  
 UP Campus Catering  UP PS Hospitality Services  Commonwealth Campus FS   
 (If one of the above caterers was selected, proceed to signatures. No further information needed.)  
 If an outside caterer will be used instead, list caterer \_\_\_\_\_  
 Is the selected caterer on the University's Approved Caterers' List? Yes  No   
 Does this outside caterer have Liquor Liability Insurance Coverage? Yes  No   
 (Verify caterer and insurance coverage information using the University's Approved Caterers' List on the Risk Management Office Website.)

**ENTITY SERVING ALCOHOL**

List Bartender's name \_\_\_\_\_  
 Does the Bartender have Liquor Liability Insurance Coverage? Yes  No   
 Is this Bartender RAMP or TIPS Certified? Yes  No   
 (Include a copy of Bartender's Certification as well as Certificate of Insurance with this submitted Permission to Possess/Use Alcoholic Beverages form.)

My signature indicates that I am aware of and understand the laws and regulations concerning the purchase, dispensing, and consumption of alcoholic beverages in Pennsylvania. I agree to abide by and enforce these laws and regulations, as well as the provisions of University Policy AD18 and Policy FN10.

The University assumes no responsibility for any liability of any nature arising from the use of alcoholic beverages on the property of the University pursuant to any permission for such use granted by the University under this policy. Any person receiving permission or approval under this policy to use alcoholic beverages on the property of the University shall indemnify and hold harmless the University from any liability, damage, or claim, including counsel fees, arising from such use.

Signature: _____	/	Email _____	Date _____
Person In Charge of Event		Print Name	
Signature: _____	/	Email _____	Date _____
Facility Coord./Dir. of Bus Svcs for Event Location		Print Name	
Signature: _____	/	Email _____	Date _____
Financial Officer for Unit Sponsoring the Event		Print Name	

**AD18 APPROVAL:**

Signature: \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_  
 Budget Executive for Unit Sponsoring the Event Print Name

Approved Signature: \_\_\_\_\_ Date \_\_\_\_\_

Denied \_\_\_\_\_  
 University Risk Officer (University Park locations) or Chancellor (Non-University Park locations)

Distribution: After final approval, the document will be scanned and copies sent to the following:  
 Person submitting the form, Person in charge of the event, Facility Coordinator/Director of Business Services, Financial Officer.