

*The attached form must be submitted to the Dean of Students Office for all events at which alcohol will be served. **Those wishing to serve alcohol at an event are required to read the Alcohol Policy in its entirety.** The alcohol policy is available at the Dean of Students Office, as well as published in the Student Handbook and on the Suffolk Law School web site at <http://www.law.suffolk.edu/stuservices/directory.html>*

*Please be reminded of the following:*

**Deadlines for form submission:**

- 3 days before the event if alcohol will be served, but not sold.
- 14 days before the event if you will be selling alcohol (this includes events where catering or Sedexo will be bartending and charging for alcohol)

**Types of Alcohol**

- Only beer and wine will be approved.

**Police Detail**

A police detail is required for all events where alcoholic beverages are **sold**. Directions for obtaining a police detail are in the Student Handbook and on the Suffolk Law School website at <http://www.law.suffolk.edu/stuservices/directory.html>

- A police detail may also be required for large events or in special circumstances.

**The following persons must be designated for your event:**

- Event Coordinator (will be the primary contact for issues relating to the event)
- Designated Host (may be the same as the Event Coordinator; is responsible for ensuring alcohol policy is followed)
- Monitors (must be different from host/coordinator; one monitor needed for every 40 guests)
- Servers (cannot consume alcohol while serving)

**Special Considerations when selling alcohol**

- Form must be submitted 14 days prior to the event
- Police detail required
- Temporary liquor license required
- Restrictions on locations of event

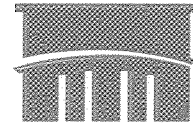
**Miscellaneous**

- Non-alcoholic beverages and food must be served
- Advertisements for events with alcohol may not use alcohol as an enticement to attend
- No one under 21 or appearing intoxicated may be served alcohol

Please note: The above is intended only to highlight portions of the alcohol policy. Please see the alcohol policy for more information. The Event Coordinator and Designated Host must read and become familiar with the entire alcohol policy, and must sign the form indicating that they have done so.



SUFFOLK UNIVERSITY LAW SCHOOL



DEAN OF STUDENTS OFFICE

REGISTRATION FORM FOR EVENTS AT WHICH ALCOHOLIC BEVERAGES ARE TO BE SERVED
Effective February 1, 2007
STUDENT ORGANIZATIONS - RETURN THIS FORM TO DEAN OF STUDENTS OFFICE, 4th FLOOR

- \* This form must be approved no later than 3 days prior to an event where alcohol is served
\* This form must be approved no later than 14 days prior to an event where alcohol is sold
Please submit to appropriate office in a timely manner

Name of Sponsoring Group:
Name of Person Responsible for Event:
Local Address:
Street City State Zip
Phone Email:
Title: Student ID:

Alcohol will be: Served at no-charge Sold
\* If Alcohol will be sold, date the request for police detail submitted:

Location of Event :
Date of Event: Time of Event: Starts: Ends:
Description of Event:

Who may attend?
Students Administrators Faculty Guests
How many people expected?

Designated Host ( May be same as person named above, MUST be 21 years of age or older)
Name:
Local Address:
Street City State Zip
Phone Email:
Title: Student ID:

**Monitor/Server: 1 monitor/server per 70 people.**

(Monitor/Server must be different from person responsible for event and/or designated host)

Monitor/Server is: \_\_\_\_\_ being provided by Sodexo  
\_\_\_\_\_ TIPS certified student (please complete below)

TIPS Server's name: \_\_\_\_\_ certified on \_\_\_\_\_

(Please note that if you are using a TIPS server and the event is for more than 70 people, you must provide additional server information on back of this page)

Please attach copies of certification for all servers/bartenders not provided through Sodexo Catering

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**Person responsible for event:** I have read the Alcohol Policy and agree to assume responsibility for strict adherence to the appropriate laws and regulations for serving/selling alcohol at an event

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

**Designated Host\*:** I have read the Alcohol Policy and agree to assume responsibility for strict adherence to the appropriate laws and regulations for serving/selling alcohol at an event

\*(if different from person responsible for event)

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

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[  ] **APPROVED** : I have discussed the organization's plan for this event with the individuals signing above and I am satisfied that the arrangements made are appropriate and in compliance with University Alcohol policy and Massachusetts State Law

[  ] **NOT APPROVED:** I do not feel this organization's plan for this event complies with the University Alcohol Policy and/or Massachusetts State Law

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

Office Use Only : CC: University Police      Sodexo Catering
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