

University of Florida Alcohol Request Form

Revised: 05/03/2018

FOR STUDENT ATTENDED EVENTS

Return to: *Dean of Students Office*
at 202 Peabody Hall, KeondraB@dso.ufl.edu or FAX to 392-5566

FOR NON STUDENT ATTENDED EVENTS

Return to: *Office of the Vice President for Business Affairs*
at 204 Tigert Hall, ufba-events@ufl.edu or FAX to 392-6278

Please Print

Name of Organization _____ UF Student Attended? ___ Yes ___ No

Name of Event _____ Date _____

Student Activities & Involvement (SAI) Permit Request Number: (only for registered student organization events) _____

Person Completing Form _____ Phone _____ E-Mail Address _____

Start/End Time _____ *Alcohol may not be sold, served, consumed or possessed during regular UF business hours, Monday-Friday 8am-5pm.*

Anticipated Number in Attendance _____ Event co-sponsor(s) _____

Please check an approved location below and provide room name/number:

<input type="checkbox"/> Austin Cary Forest	<input type="checkbox"/> Fraternity & Sorority (public meeting areas)
<input type="checkbox"/> Baughman Center	<input type="checkbox"/> Hough Hall
<input type="checkbox"/> Ben Hill Griffin Stadium: Bull Gator Level	<input type="checkbox"/> Housing
<input type="checkbox"/> Ben Hill Griffin Stadium: Champion Club Lounge	<input type="checkbox"/> Innovation Hub
<input type="checkbox"/> Ben Hill Griffin Stadium: Press Box Lounge	<input type="checkbox"/> J. Wayne Reitz Union
<input type="checkbox"/> Ben Hill Griffin Stadium: Sky Boxes	<input type="checkbox"/> Keene Faculty Center in Dauer Hall
<input type="checkbox"/> Ben Hill Griffin Stadium: Level 6 Suites	<input type="checkbox"/> Samuel P. Harn Museum of Art
<input type="checkbox"/> Ben Hill Griffin Stadium: Level 7 Suites	<input type="checkbox"/> Smathers Library (East)
<input type="checkbox"/> Ben Hill Griffin Stadium: Touchdown Terrace	<input type="checkbox"/> Stephen C. O'Connell Center
<input type="checkbox"/> Bruton-Greer Hall	<input type="checkbox"/> Straughn Professional Development Center
<input type="checkbox"/> Curtis M. Phillips Center for the Performing Arts	<input type="checkbox"/> The Earl & Christy Powell University House
<input type="checkbox"/> Emerson Alumni Hall	<input type="checkbox"/> TREEO Center
<input type="checkbox"/> Florida Museum of Natural History	<input type="checkbox"/> University Gallery
<input type="checkbox"/> Founders Gallery, J. Hillis Miller Health Center	<input type="checkbox"/> University Women's Club
<input type="checkbox"/> Other Location* (Describe): _____	

*Must be approved by the Office of the Vice President for Business Affairs

Submitting a permit request does NOT reserve the space for an event, please contact the office that manages the space for reservations.

This event requires an entry (or participation) fee/contribution of _____ or ___ is free to everyone.

Describe your plan for checking IDs. _____

Person(s) or vendor who will serve the alcohol. _____

Food Vendor _____ UF Approved Vendor? ___ Yes ___ No

Alcohol Vendor _____ UF Approved Vendor? ___ Yes ___ No

Please verify by visiting
www.bsd.ufl.edu/catering

Alternative Beverages (non-alcoholic) _____

By signing this form, I agree I am aware of and approve this event. I understand that all University events at which alcoholic beverages will be served must comply with the University of Florida's Alcoholic Beverages Regulation, Regulation 6C1-2.019, F.A.C., <http://regulations.ufl.edu/wp-content/uploads/2012/09/2019.pdf> and the University's Alcohol Policy, http://www.ufsa.ufl.edu/faculty_staff/committees/alcohol_drug_education/uf_alcohol_policy/.

Dept. Coordinator or Organization President _____ Date _____
(printed name and signature)

Department Chair/Organization Faculty Advisor _____ Date _____
(printed name and signature)

APPROVED APPROVED PENDING APPROVAL OF LOCATION DENIED _____ DATE _____
(Only needed for UF Student-Attended Events) *Dean of Students*

APPROVED APPROVED PENDING APPROVAL OF LOCATION DENIED _____ DATE _____
Office of the Vice President for Business Affairs

Remarks:

This completed form must be turned in TWO WEEKS PRIOR to the date of the event.