



University of Missouri
Request to Use Alcoholic Beverages on University Property

Instructions and Administrative Signatures

Return completed form and the below required information to the Director of Reservations & Events(or designee) at reservations@missouri.edu, not less than 15 business days in advance of the event to allow sufficient time to confirm compliance with legal requirements. Questions for applicants start on page 2. [Go to Reservation and Events](#) for additional information.

*Please note, if the request is not approved by the Vice Chancellor of Finance Designee prior to the event, alcohol cannot be served during the event.

*****Administrative Use*****	
<p>The use of alcoholic beverages at the proposed activity has been approved by the Director of Reservations & Events.</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p style="text-align: center;">Director of Reservations & Events (or designee) Signature Date</p> <p>The Building Coordinator has been notified by the Office of Reservations & Events and approves of this event and the use of alcohol in the building.</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p style="text-align: center;">Name of Building Coordinator Date Notified</p> <p>The MU Police Department has been notified of events where underage people will be present and/or of events where there will be more than 300 attendees.</p> <p style="text-align: center;">Yes _____ No _____ NA _____</p> <p>The use of alcoholic beverages at the proposed activity is approved by the Vice Chancellor of Finance Designee.</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p style="text-align: center;">Vice Chancellor Designee Signature Date</p>	



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Please answer the following questions so we may process your application.

1. Building/Location of Proposed Activity: _____

Address and Room Number of Location Event

2. Will the event be outside? Yes _____ No _____

If the event is outside, the location must be cordoned off during the event.

3. Date of Event: _____ Start time: _____ *End time: _____

***Note:** All alcohol service must end at 12 a.m. due to liquor laws/University Regulations

4. Description of the Event:

a. Name of Event _____

b. Purpose of Event _____

c. Types of alcohol to be served _____

d. Who is purchasing the alcohol, and where will you get the alcohol?

Name of Purchaser	Location Alcohol is Purchased
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e. Description of non-alcoholic beverage served _____

f. Will there be tipped or paid servers? Yes _____ No _____

g. Funding source for the purchase of alcohol
 (Cash Bar, Departmental MoCode, etc.) _____

- If you use a MoCode, it must be provided. It is preferred that non-fund 0000 funding sources are used to purchase or serve alcohol.
- BYOB events are not permitted.

Only non-University caterers can serve cash bars or any other type of drink sales, in which case the caterer's information below in section (5) must be completed.



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5. Is alcohol being served by a caterer, including on-campus catering?

Yes _____ No _____

If yes, the caterer's information below in section (5) must be completed by a non-University provider:

Name of Business/Caterer _____

Catering Representative Signature _____

Printed Name _____ Phone Number _____

Business/Caterers, you must also submit the information below along with this form:

- a) **Caterer's Permits:** Provide a copy of the caterer's state and local permits for the specific event. The caterer is responsible for complying with all state and local alcohol regulations and laws related to the services provided.
- b) **Liquor Liability:** Anyone who serves alcoholic beverages on a University of Missouri Campus or when contracted for service at a University-sponsored event must provide liquor liability coverage. This should be written on an "occurrence basis" and have limits not less than \$1,000,000 aggregate. The insurance carrier, policy number, effective date, and limits should be shown on an insurance certificate provided to the University of Missouri. The Curators of the University of Missouri should be named as an Additional Insured on such policy, and a copy of the endorsement should be provided along with the certificate of insurance.
- c) If alcohol is being served by a university catering service (i.e., Hospital Catering), they can only purchase and provide alcohol to University Departments or guests, with no cash sales to any non-University attendees. University catering services may serve alcohol to University departments and their guests if the services and alcohol are paid for with University funds and there is no sale to non-University attendees.



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6. Groups Attending this Event and Attendance, check all that apply:

Faculty/Staff _____ Students _____ University-invited guests _____

General Public _____ Minors _____ Other (please specify) _____

Estimated attendance _____

- For groups larger than 100, not less than 1 [SMART-certified](#) bartender/server is required per 100 guests.

SMART-certified Servers Attending this event (include SMART Server Certification number) _____

7. Will there be underage guests present? Yes _____ No _____

If yes, who will be responsible for verifying age (i.e., carding) to ensure compliance with applicable liquor laws?

8. Department or Organization Making Application

 Name of Person Submitting Request Printed Name & Email

 Department or Organization Name Phone Number

9. Responsible Person at the Actual Event

All persons attending the activity must comply with applicable federal, state, and University regulations. I accept personal responsibility for ensuring the University policy and state laws governing the use of alcoholic beverages are complied with and accept financial responsibility for the activity.

 Signature of Person Responsible Printed Name & Email

 Department or Organization Name Phone number