

## SDSU ALCOHOL APPROVAL REQUEST

Under an Operating Agreement with the California State University Trustees, Aztec Shops LTD is responsible to the University and the State Alcoholic Beverage Commission for the proper storage, sale, service and distribution of all alcoholic beverages on the campus, even if the alcohol was received in trade or brought on campus from an outside source and/or distributor. Alcohol may not be stored by anyone in campus buildings, offices, or classrooms. Aztec Shops LTD has the first right of refusal for sale and service of alcohol on campus. Aztec Shops LTD., hereinafter referred to as SDSU Dining Services, must supervise the service or sale of alcohol at all events on or off University property and/or campus funded programs on or off campus with the exception of the Calexico and Brawley campuses; supervision is provided for a fee. SDSU Dining Services acknowledges review and approval by signature below. Signature must be obtained prior to submitting to appropriate Vice President for approval.

Event: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ Location: \_\_\_\_\_

Requestor (name of organization or individual): \_\_\_\_\_

Campus Affiliation (name of SDSU Division, College, Department or Auxiliary Organization): \_\_\_\_\_

Anticipated Attendance (by number): Students \_\_\_\_\_ Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Guests \_\_\_\_\_

List all activities of this event: \_\_\_\_\_

Approval is requested for: Beer \_\_\_\_\_ Wine \_\_\_\_\_ Distilled Liquor \_\_\_\_\_

Is request for an on campus event? Yes \_\_\_\_\_ No\* \_\_\_\_\_

If not, will alcohol be served by SDSU Dining Services Catering? Yes \_\_\_\_\_ No\* \_\_\_\_\_

### REQUESTOR ACCEPTANCE

I certify that I shall be present for the entire event and on behalf of the requesting organization, shall ensure compliance with all applicable State and University regulations.

By: (please print)

Phone:

Signed:

Date:

### SDSU DINING SERVICES REVIEW AND APPROVAL

By: (please print)

Phone:

Signed:

Date:

\*For Calexico, Brawley and **off campus** events:

The following documentation must be submitted to the SDSU Office of Risk Management for review three weeks in advance of the event.

1. Alcohol License, one day permit
2. Liability insurance

### RISK MANAGEMENT REVIEW AND APPROVAL

By: (please print)

Phone:

Signed:

Date:

### SDSU APPROVAL

#### Executive Director, AS (events held in Aztec Center)

By: (please print)

Phone:

Signed:

Date:

#### Vice President / Provost

By: (please print)

Phone:

Signed:

Date:

**Please send a copy of the approved form to:** SDSU Office of Risk Management, MC-1620; SDSU Dining Services, MC-1701; and the facility or open space scheduling office.