

*Please print out this two-sided form, fill out completely, and obtain all required signatures. Turn completed form into Dining Service. Thanks you!*

**GUSTAVUS ADOLPHUS COLLEGE**

**APPLICATION FOR SERVING ALCOHOLIC BEVERAGES**  
**IN DESIGNATED AREAS ON CAMPUS**

The Gustavus Alcohol Policy allows the serving of alcoholic beverages within certain guidelines at Specified events in “designated areas” on campus. (Refer to the “Alcohol Serving Policy” and the “Drug and Alcohol Policy” in the All College Policies Manual.) The following information is required to apply:

**Name(s) of Sponsor(s)** \_\_\_\_\_

**Type of Event** \_\_\_\_\_

**Type of Food Being Served** \_\_\_\_\_

**Alcoholic Beverage(s) (type and amount)** \_\_\_\_\_

**Non-Alcoholic Beverage(s) (type and amount)** \_\_\_\_\_

**Day and Date of Event** \_\_\_\_\_

**Location** \_\_\_\_\_

**Time Begin** \_\_\_\_\_ **Time End** \_\_\_\_\_ **Number Attending** \_\_\_\_\_

NOTE: Minnesota law and College policy prohibit the consumption of alcoholic beverages by persons under the age of 21. Providing alcohol to a minor, or assisting a minor in any way obtaining alcohol, is specifically included as inappropriate behavior and is also a violation of State law. Arrangements for purchasing alcoholic beverages should be made through the Gustavus Adolphus College Dining Service.

I/We have received and read the statement, “Responsibilities of a Sponsor of a Social Event in which Alcoholic Beverages are Served,” and agree to its terms and conditions.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\*\*\*\*\*

**SIGNATURES REQUIRED:**

\_\_\_\_\_

**VP of Sponsoring Department**

\_\_\_\_\_

**Associate VP of Auxiliary Services**

\_\_\_\_\_

**VP for Student Life and Dean of Students**

## RESPONSIBILITIES OF A SPONSOR OF AN EVENT IN WHICH ALCOHOLIC BEVERAGES ARE SERVED

The responsibilities of a sponsor are considerable. They include: the conduct of guests, the level of noise, and liability for damages. Guests will conduct themselves in a manner consistent with the rights, privileges, and obligations of campus citizenship. The following are expectations we have outlined for sponsors:

1. **Application.** It is your responsibility to complete the application in detail.
2. **Behavior of Your Guests.** The behavior of guests is the responsibility of both the guest(s) and the sponsor. It is the task of the sponsor, however, to curtail inappropriate behavior, even to the point of requesting that a disruptive or non-compliant guest leave the event. The Safety and Security Office will provide assistance if requested. The sponsor may be approached by a Security Office if there are violations and/or complaints about behavior at the event, and the sponsor is expected to cooperate.
3. **Injuries or Damages.** Sponsors are advised that they and/or the College may be liable for injuries or damages caused by persons participating in the sponsored event.
4. **The Closing of a Party.** If the behavior at a social event does not comply with College regulations or is such that the affair is deemed a nuisance, a College representative may declare the event “closed,” in which case all guests will be expected to leave the area immediately.
5. **Restrictions on Consumption.** Those sponsoring the event are responsible for ensuring that no one under the age of 21 consumes alcohol, that alcohol is not made available to intoxicated persons, and that no alcohol is carried from the designated area. Sponsors are responsible for providing alternative, nonalcoholic beverages and food in sufficient quantities. If guests will be driving immediately following the event, the serving of alcoholic beverages shall be stopped at least 45 minutes before the end of the event to minimize the risk of driving while intoxicated.
6. **Student Attendees.** Event applications are to be accompanied by a list of all student attendees, followed by birth dates.
7. **Outside Groups.** With the exception of individuals/groups with whom the College has a contractual relationship, designated areas are not available to outside groups (whose sponsors are not part of the Gustavus Adolphus College community).