



Request to Serve Alcoholic Beverages in Academic or Administrative Building or on TCU Property

Sodexo is the exclusive seller and server of alcohol on TCU's Campus.

Please complete form and obtain necessary authorization. Submit signed form to Vice Chancellor for Student Affairs office for approval. Email Sue McClellan at s.mcclellan@tcu.edu or fax to 817-257-5799. There is a 10-day turnaround for processing the form.

Date of Event: _____ Time of Event (from/to): _____

Anticipated number attending event: _____ Purpose of event: _____

Type of non-alcoholic beverages to be served: _____

Are minors expected to attend? Yes No

How will TCU ID's and age be checked? _____

How will alcoholic beverages be financed? _____

Location of event: _____

I, the faculty/staff representative of the sponsoring department, understand and accept the responsibility for:

- A. Those served must be 21 years of age
- B. Food, snacks and non-alcoholic beverages will be offered
- C. Consumption of beverages will be restricted to the approved location
- D. Alcohol will be refused to any person who is intoxicated or whose behavior would make the sponsor believe he/she is intoxicated

Signature of faculty/staff representative: _____ Date: _____

Signatures	Date	Phone #	Fax #	Email Address
Department Head				
Dean				
Vice Chancellor for Student Affairs		7820	5799	k.cavins@tcu.edu

Approved form will be forwarded to requesting office, TCU Police and Sodexo.