

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. 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 University property 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: _____

Sponsor (Organization / Individual): _____

Campus Affiliation: _____

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* _____

SPONSORING ORGANIZATION ACCEPTANCE

I certify that I shall be present for the entire event and on behalf of the sponsoring 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.