MUSC Approval Form for Student Events
Where Alcohol Will Be Served

Name and Type of Event: _________________________________________

Day and Date of Event: _________________________________________

Hours of Event: ________________________________________

Event Location: ________________________________________________

Notes: *Alcohol use and/or service is prohibited for on-campus Student Events. *Leases and/or rental agreements for off-campus venues must be signed by MUSC Legal Services.

Is this event college-related_______ -or- University-wide__________

Sponsoring Organization: _________________________________________

Primary Event Organizer and Phone #: _____________________________

President of Sponsoring Organization and Phone #: _________________

Organizational representatives who will be helping manage this event have attended a “Responsible Hosting Training Session” and/or read Responsible Hosting information found at www.musc.edu/studentorganizations/alcoholpolicy/guidelines.html? Yes______ No_____  

Advisor to Sponsoring Organization and Phone #: ____________________

Event Plans

Who is invited to attend this event? ________________________________

How will this event be publicized? ________________________________

Have you leased a facility and/or contracted a band, caterer or bartending service? Yes_____ No_____

*If yes, have these leases/contracts been approved by MUSC’s Legal Counsel?* Yes_____ No_____  

Will alcohol be sold at your event or admission (that includes bar service) be charged to attend your event? Yes_____ No_____  

If yes, have you secured a venue that is licensed to dispense alcohol? Yes____No____

If no, has a “Temporary Beer, Wine and/or Liquor Permit” been applied for/acquired? Yes____ No_____  

Student Programs strongly recommends that organizations desiring to serve alcohol at an event do so at venues that have an ABC license. If not, SC law mandates that the sponsoring organization acquire and display a “Temporary Beer, Wine and/or Liquor Permit”. The process of acquiring this permit may take up to 6 weeks. 

Revised 7/10/2014
Have arrangements been made with MUSC Public Safety or qualified venue staff to assure that no one under 21 consumes alcoholic beverages?______________________________________________

What type and quantity of alcoholic beverages will be served? ______________________________________

How will alcoholic beverages be served? ________________________________________________

How will the amount that your guests drink be controlled?______________________________

What type and quantity of food will be served? ________________________________

What type and quantity of non-alcoholic beverages will be served? _______________________

What type of entertainment (besides the bar) will there be? ___________________________

What arrangements have been made to keep impaired guests from driving? ____________

I have read MUSC’s Alcoholic Beverage Serving Policy and the publication, “Hosting a Responsible Party.” On behalf of my student organization, I will manage the event described in this form to comply with all state laws and responsible hosting guidelines.

__________________________________________
Event Organizer

__________________________________________
Sponsoring Organization

__________________________________________
Date

This event is approved_____ -or- disapproved_______ by:

__________________________________________
Signature
Dean or Dean’s Designee (if college-related event)
Executive Director of Student Programs (if University-related)

Comments
______________________________________________________________________________
_______________________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Revised 7/10/2014