

Roger Williams University School of Law Alcoholic Beverages Policy Approval Form

In accordance with the Roger Williams University Alcoholic Beverages Policy, this Approval Form must be completed for all events on the University's Bristol, Portsmouth (Baypoint), and Providence (150 Washington Street) campuses and off-campus University-sponsored events where alcoholic beverages will be served and/or consumed.

SCHOOL OF LAW EVENT INFORMATION:

Event Location: _____ Event Date: _____

Department/Area Sponsoring Event: _____

Description of Event: _____

Method of Service of Alcoholic Beverages: Cash Bar Open Bar Other _____

Alcoholic Beverages to Be Served: Beer Wine Spirits/Hard Liquor

Will Persons Under the Age of 21 Be Present at the Event? Yes No If Yes, explain (or attach information): _____

Caterer or Third-Party Establishment Responsible for Serving Alcoholic Beverages: * _____

I certify that I have reviewed the University's Alcoholic Beverages Policy and that the event described above will comply with the rules and regulations contained in the policy.

RWU Submitter Name (Print): _____ RWU Submitter Signature: _____ Date : _____

APPROVALS: Select the type of event and have the appropriate individual(s) in the Necessary Approval(s) column sign below:

Select One	Type of Event	Necessary Approval(s)
<input type="checkbox"/>	School of Law Events occurring within the SOL building, on the Providence Campus, or off-campus	A: EVP for Finance & Administration; <i>and</i> C: Dean of the School of Law
<input type="checkbox"/>	School of Law Events other than those captured above (i.e., occurring on the Bristol campus but not within the SOL building or on the Portsmouth campus)	A: EVP for Finance & Administration; B: Vice President for Student Affairs, <i>and</i> C: Dean of the School of Law

Once completed and all necessary approvals(s) obtained, send original signed Approval Form to the Office of General Counsel (or email/scan to chrupcala@rwu.edu). OGC will distribute copies of the Approval Form accordingly.

A: _____
Jerome F. Williams, EVP for Finance & Administration / Date

B: _____
John J. King, Vice President for Student Affairs / Date

C: _____
Michael J. Yelnosky, Dean of the School of Law / Date

* If you are not using Bon Appetit Management Company as the caterer for an on-campus event **or** if you are having an off-campus event that will be held at a facility that is not properly licensed to serve alcoholic beverages, you must consult with the Office of General Counsel to discuss licensing and liability issues.