

**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 (One Empire Plaza) 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	If Yes, Explain (or attach additional information): _____	
	No		

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 One	Type of Event	Necessary Approval(s)
	School of Law Events occurring within the SOL building, on the Providence campus, or off-campus	A: EVP for Finance & Administration; <b>and</b> C: Dean of the School of Law
	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>and</b> B: Vice President for Student Life; <b>and</b> C: Dean of the School of Law

Once completed and all necessary approval(s) obtained, send original signed Approval Form to the Office of General Counsel for legal approval. OGC will distribute copies of the legal stamped Approval Form accordingly.

A: \_\_\_\_\_ B: \_\_\_\_\_  
 Marc A. Leonetti, Interim EVP for Finance & Administration /Date John J. King, Vice President for Student Life / Date

C: \_\_\_\_\_  
 Gregory Bowman, 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.**