



## Marshall Student Center Alcohol Policy Reservation Process

### Student organization sponsored events

#### Step 1:

Meet with Event Planner to determine where and when alcohol will be served or sold. The University designates certain areas of which alcohol is allowed to be served or sold as outlined in the University Alcohol Policy. <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-30-023.pdf>

#### Step 2:

Meet with Associate Director to gain permission in order to serve or sell alcohol at a student organization sponsored event.

Student organizations are required to submit the following documents:

- A. Statement of Purpose: This statement should clearly outline why it is necessary for alcohol to be served or sold at their event.
- B. Statement of Purpose from Faculty Advisor: The faculty advisor of the student organization is also required to submit a statement of purpose for serving alcohol at an event. \*\*\*Note: Faculty Advisors must be present for the duration of the entire event should the student gain permission to serve or sell alcohol\*\*\*
- C. Completed Alcohol Service Request Form
- D. The Associate Director may ask for additional documentation to be presented depending on the nature of the event.

#### Step 3:

Once permission has been granted by the Associate Director of the Marshall Student Center the organization must obtain a service contract through our USF Catering department or another licensed vendor. \*\*\*Note: The Associate Director may require a copy of the contract and other licensing information of the vendor that will be serving or selling alcohol at an event\*\*\*

#### Step 4:

Once a service contract has been obtained it is the responsibility of the vendor to abide by the university alcohol policies and procedures in addition to those set forth by the State of Florida and Hillsborough County.

## **Non-University sponsored events**

### Step 1:

Meet with Event Planner to determine where and when alcohol will be served. The University designates certain areas of which alcohol is allowed to be served as outlined in the University Alcohol Policy.

<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-30-023.pdf>

### Step 2:

Meet with Associate Director to gain permission in order to serve or sell alcohol at an event. If a non-university sponsored event wishes to serve or sell alcohol in the Marshall Student Center it must be contracted the USF Catering department.

### Step 3:

Once permission has been granted by the Associate Director of the Marshall Student Center the organization must obtain a service contract through our USF Catering department. *\*\*\*Note: The Associate Director may require a copy of the contract and other licensing information of the vendor that will be serving or selling alcohol at an event\*\*\**

### Step 4:

Once a service contract has been obtained it is the responsibility of the vendor to abide by the university alcohol policies and procedures in addition to those set forth by the State of Florida and Hillsborough County.

## **University Departments**

### Step 1:

Meet with Event Planner to determine where and when alcohol will be served. The University designates certain areas of which alcohol is allowed to be served as outlined in the University Alcohol Policy.

- a. If the event will **not** be held in the Marshall Student Center, it is the responsibility of the sponsoring department to ensure that the University Alcohol Policy and Environment Health and Safety guidelines are followed. The university alcohol policy can be found at the following link:

<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-30-023.pdf>

### Step 2:

Meet with Associate Director to gain permission in order to serve or sell alcohol at an event.

### Step 3:

Once permission has been granted by the Associate Director of the Marshall Student Center the organization must obtain a service contract through our USF Catering department or another licensed vendor. *(Note: The Associate Director may require a copy of the contract and other licensing information of the vendor that will be serving or selling alcohol at an event)*

### Step 4:

Once a service contract has been obtained it is the responsibility of the vendor to abide by the university alcohol policies and procedures in addition to those set forth by the State of Florida and Hillsborough County.