

**Alcohol/Security Request Form
for Student Events**



This form must be received one month prior to an event. It serves as a request for approval to serve alcohol and secure public safety for an event.

- Student Groups must contact Student Activities (activities@mills.edu, 510.430.2184) to discuss any event with alcohol before completing this form.
- Faculty and staff must contact College events (lln@mills.edu, 510.430.3230) to discuss dates before completing this form.

Date of request: _____ Requesting Organization: _____

Organization Advisor: _____ Advisor Contact #/e-mail: _____

Event Title: _____ Date and time of event: _____

Location: _____ Rain Location (if needed): _____

Description of event: _____

Anticipated Attendance: _____ Will alcohol be served? Y N If yes, please circle: Beer Wine

Account # to be charged for Security expenses: _____

Set-up: Attach a diagram. The facilities must be left clean and ready for the next user or a cleaning fee will be charged.

Publicity: Attach all publicity for approval.

Volunteers/Servers: A list of all volunteers and servers must be received 6 business days prior to an event.

The applicant/organization is responsible for assuring compliance with the following Mills College regulations and laws:

- The advertising of alcohol in connection with an event is prohibited. All event publicity **MUST** be approved by Student Activities (with a stamp) prior to distribution and posting which can only occur on the Mills campus.
- Non-alcoholic beverages, equally appealing and in amounts exceeding the furnished beer and/or wine must be provided.
- Food, including non-salty types, must be available in adequate amounts.
- Public safety is required at all events held by student organizations where alcohol is served, unless a special waiver is given by Student Activities. **Public Safety costs are the responsibility of the host organization.**
- Appropriate safeguards must be taken to ensure order and civility to protect the community against undue interference, noise, and other disturbances.
- Guests must be invited by a Mills community member and be 18 years of age or older, and must have valid ID to show proof of age. Valid IDs include one of the following: a photo driver's license from any state, a state issued ID, or passport.
- ID cards will be checked at all events by the host organization or public safety. ID checkers may not consume alcohol before or during their shift.
- Persons must be 21 years of age or older to serve, purchase, transport, or consume alcoholic beverages.
- Persons may not purchase or procure alcoholic beverages for minors.
- Misrepresentation of identification or age for the obtaining alcoholic beverages is prohibited.
- Beer or wine furnished at an event shall only be served and consumed in the approved area designated on the set-up diagram.
- The amount of beer and wine should be appropriate for the number of over 21 guests attending. Mills College reserves the right to limit the quantity of beer or wine served at any event.
- Students must refrain from abusive practices in their consumption of alcoholic beverages.

Failure to comply with these regulations is a violation of the Mills College Honor Code, and may lead to immediate disciplinary action, including loss of club registration, or individual suspension or expulsion.

Name(s) and contact information of responsible party(ies): _____

Signature(s) of Responsible Parties

For Office Use Only

Number of Officers Needed/ cost: _____ Amount of alcohol approved: _____ List of servers: _____

List of other volunteers: _____ List of food and non-alcoholic options: _____ Residential Request: _____