

**Michigan State University Alcoholic Beverages Exception Request Form
Ordinance 21.00**

Refer to the [Guidelines for Exceptions to Ordinance 21.00](#) for a complete list of Alcohol policies and procedures. Submit to the Secretary of the Board of Trustees (trustees@msu.edu) the Alcoholic Beverages – Exception Request Form (“Exception Form”) at least **eight (8) weeks prior to the event**. For questions, please call 517-353.4647.

Department/Company/Group:	
Name and title of Responsible Party (Chairperson/Director level or above):	
Requestor (if other than Responsible Party):	
Phone number:	
Address:	
Event Name & Description:	
Event Date:	
Event Location:	
Event Address:	
Starting & Ending Time:	
Estimated Attendance:	
What type of alcohol will be served? (Beer, wine, liquor):	

- A. Will you serve alcohol with a licensed bartender? Yes No
- B. Will you charge admission to the event? Yes No
- C. Will you sell drink tickets or have a cash bar? Yes No
- D. Will undergraduate students or individuals under the age of 21 be attending the event? Yes No

If you checked yes for B or C, how will the monies be used?

Describe how you will prevent non-invitees from entering your event:

Describe how you will determine whether attendees are of legal drinking age:

Signature of Responsible Party: By signing below, I certify that I am authorized to act on behalf of the Department/ Company/Group and accept responsibility for the event.
Signed: _____ Date: _____

Please submit form a minimum of eight (8) weeks prior to your event to: trustees@msu.edu or
The Board of Trustees, 426 Auditorium Rd., Room 450 Hannah Administration Building, East Lansing, MI 48824

Leave Blank for Board of Trustees Office Review				
Action:	Approved	Approved with Conditions	Denied	Date
Signed	_____		_____	