FORT LEWIS COLLEGE
REQUEST TO SERVE ALCOHOLIC BEVERAGES

10 DAYS NOTICE REQUIRED FOR EVENTS MEETING CRITERIA FOR ADMINISTRATIVE APPROVALS.
55 DAYS NOTICE IS REQUIRED FOR EVENTS REQUIRING A SPECIAL EVENT PERMIT.
SUBMIT COMPLETED FORM TO UNION OPERATIONS/FACILITIES, 103 CUB, OR CALL 247-7391 FOR ASSISTANCE.

NAME OF GROUP/ORGANIZATION _______________________________________________
☐ FLC Department  ☐ FLC Administration  ☐ Conference Group  ☐ Contract Group

Permission is requested to serve (Check One)
☐ BEER  ☐ WINE  ☐ BEER & WINE
☐ OTHER (Please describe in detail) ______________________________________________

1. Individual Responsible for Event ______________________________________________
2. Mailing Address ____________________________________________________________
3. Name & Type of Event (Check One) ____________________________________________
   ☐ BRUNCH ☐ LUNCH ☐ DINNER ☐ RECEPTION
   ☐ OTHER (Please describe in detail) ____________________________________________

4. Event Date & Time ____________________________________________________________
5. Event Location ______________________________________________________________
6. Who is Invited? ______________________________________________________________
7. Number Attending ___________________________________________________________
8. Will minors be present at this event?  ☐ YES* ☐ NO**
   *If you answered “YES” to #8, you will required to hire Campus Dining Services bartenders.
   **If you answered “NO” to #8, you are not required to hire Campus Dining Services bartenders and may utilize
   individuals from your event as servers. Define your method of service below (attach a separate page if necessary).
9. Define below your method of ensuring that minors are not served alcoholic beverages (attach a separate page if necessary).

_____________________________________________________________________________

Signature ___________________________ Date ___________________________

10. Is the Event by Special Invitation Only?  ☐ YES ☐ NO*  
    *If “NO” is checked, you must receive permission from Fort Lewis College to apply for a “Special Event Permit”
    through the Durango City Clerk’s Office (see Alcohol Beverage Service Policy).

11. Is there sale of alcoholic beverages?  ☐ YES* ☐ NO
    *If "YES" is checked, you must receive permission from Fort Lewis College to apply for a "Special Event Permit"
    through the Durango City Clerk’s Office (see Alcohol Beverage Service Policy).

FOR OFFICE USE ONLY:

Date Received _______________ Approved ___ Date of Notification _______________
Not approved ___
Approved to apply ___

Rev. 10/1/02 Alcohol Bev. Form- NM