



Finance and Administration

**REGISTRATION OF SOCIAL EVENT BY A UNIVERSITY DEPARTMENT  
AT WHICH ALCOHOLIC BEVERAGES ARE TO BE SERVED**

Serving of alcoholic beverages within campus facilities and premises is governed by policies of the LSU Board of Supervisors and of this campus as described in PS-78. University departments may sponsor private social events at which alcoholic beverages may be served provided that the event is in accordance with applicable law and University policy and is registered as provided herein.

Completion and signing of this form by the University employee responsible for the social event at which alcoholic beverages are to be served certifies compliance with applicable law and policy. Registration is accomplished by sending a copy of the signed form to the LSU Finance and Administration prior to the event.

Signing below certifies that the following specific conditions will be maintained:

- ❖ Serving, possession and consumption of alcoholic beverages will be in accordance with state and local law and University policy as provided in PS-78, specifically **that at least 95% of attendees will be 21 years of age and that no underage person will be served an alcoholic beverage.**
- ❖ State funds will not be used for the purchase of alcoholic beverages.
- ❖ If alcoholic beverages are sold by any means, i.e., cash, drink ticket, with paid meal or for ticketed event, sale will be through a caterer licensed to sell alcoholic beverages.
- ❖ Alcoholic beverages will not be distributed by an alcoholic beverage company or distributor.
- ❖ Non-alcoholic beverages and food will be available.
- ❖ If the social event is being conducted in an academic building, it will occur at a time when no classes are in session.

Description of Event: \_\_\_\_\_

Location: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsoring Department: \_\_\_\_\_

Department Head: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Registration is completed only after this signed form is received in the Finance and Administration, 135 T. Boyd, phone 578 3386, email [aterrito@lsu.edu](mailto:aterrito@lsu.edu).**

**Received by LSU Finance & Administration on \_\_\_\_\_, initialed by \_\_\_\_\_.**