

## MEMORANDUM

To: Deans and Directors  
From: Claudio Grossman, Dean  
Re: AU Alcohol Policy and Event Contracts  
Date: March 23, 2005

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With the start of the new academic year I am distributing a copy of the American University Alcohol Policy and Alcohol Approval Form. As some of these rules might seem complicated, following are several points to consider when arranging an event that includes alcohol. If you have any questions, please contact Audrey Palomarez at x4002.

-Please submit a completed Alcohol Approval Form to the Dean's Office, room 366, with all required documentation (i.e., event contract, liquor license, alcohol permit, certificate of insurance).

-If the event takes place on campus and Sodexo Marriott provides the food and beverage services, the Alcohol Approval Form must be submitted to the Dean's Office seven (7) days prior to the event. As additional documentation identified above is already on file with the university, it does not need to be submitted with the Form.

-If an event takes place on campus and a non-university vendor provides food and beverage services, a contract, vendor's liquor license, certificate of insurance with a minimum of \$1 million in liquor liability coverage, and Alcohol Approval Form must be submitted to the Dean's Office twelve (12) days prior to the event.

-If an event takes place off campus and a restaurant, caterer, hotel or other establishment is providing food and beverage services, a contract, liquor license, certificate of insurance, and Alcohol Approval Form must be submitted to the Dean's Office twelve (12) days prior to the event.

-A District of Columbia permit is required to serve alcohol at approved events on university premises that are not covered by the vendor's license for university dining services. A permit is also required to be given for approved university events at which alcohol is sold or an admission fee is assessed in any form. The alcohol vendor is responsible for obtaining the permit.

-At cash or open bar events, tokens are required to be given to guests as part of admission to the event. Usually one token is equivalent to one drink per hour.