Cal Poly Pomona

UNIVERSITY-SPONSORED ALCOHOL APPROVAL FORM

Date:_____

To: _____
(Division Vice President)

SUBJECT: PRESIDENTIAL APPROVAL FOR EVENTS WITH ALCOHOL

Requestor:_____ **Department**:_____
(Event Coordinator)
Office Phone Number:_____ **Alternate Phone Number**:_

Email:_____

Campus Contact Person:_____ **Email**:_____
(if different from Above)

Office Phone Number:_____ **Alternate Phone Number**:_____

Event Contact Person:_____ **Email**:_____
(On-Site During the Event)

Office Phone Number:_____ **Alternate Phone Number**:_____

EVENT DETAILS

EVENT NAME:_____

EVENT DATE:_____ **EVENT START TIME**:_____ **END**:_____

NAME OF CAMPUS FACILITY/SPACE:_____

ESTIMATED NUMBER OF GUESTS:_____

WILL CPP STUDENTS BE IN ATTENDANCE*:____YES _____NO **% of student in attendance*** _____

WHAT CONTROLS WILL BE IN PLACE AT THE EVENT TO ENSURE THAT STUDENTS ARE NOT CONSUMING ALCOHOL? _____

***Per University policy, students cannot be served alcohol.**

WILL THERE BE FOOD SERVED: _____YES _____NO

TOTAL COST AND RELATED COSTS (including but not limited to, alcohol purchases, bartender fees, corkage fees, police or security costs, etc.):

_____

CPP PHILANTROPIC ACCOUNT#: _____

Note: This approval form serves Philanthropic Foundation.

IF ALCOHOL IS DONATED, PLEASE LIST DONOR:_____ **VALUE:** _____
**Please add additional sheet with summary if there are multiple donors or donations

TERMS

1. This form must be submitted for signing within 5 business days of submitting catering order or reserving space.
2. University-sponsored alcohol purchase requires approval by the President or designee. Presidential approval must be received prior to any request for ABC license or Police Department services are arranged.
3. Alcoholic beverages served on campus by or for faculty, staff or students at informal gatherings or departmental activities are strictly prohibited, unless approved by the President or designee.
4. All on-campus registered student club and organization events must be alcohol-free.
5. Any official university-sponsored event can only have up to 25% of student attendees with the approval by the President or designee.
6. For details and regulations on alcohol purchases, please refer to CPP Alcohol and Other Drugs Policy.

Please have this form approved and return with the respective documents, to philanthropy@cpp.edu.

Department Dean/Designee Signature- Date

CPP Philanthropic Foundation/Designee Signature- Date

Division Vice President/Designee Signature- Date

President/Designee Signature- Date

ALCOHOL APPROVAL FORM APPROVAL STEPS:

1. Requestor/Event Coordinator must complete the form following the terms above and outlined in the alcohol policy and submit to the College Dean and/or Division Vice President.
2. Division Vice President's office will submit the form to the Office of the President.
3. Upon approval, President's Office will return a signed copy to the Vice President's Office and then the Vice President's Office will send a copy to the requestor.
4. Once requestor has received the signed approval, they are responsible for sending it to the following areas:

On-campus events:

- University Police Department – police@cpp.edu
- Risk Management – riskmanagement@cpp.edu
- Environmental Health & Safety – ehs@cpp.edu
- Kellogg West - jciturbe@cpp.edu
- Cal Poly Pomona Philanthropic Foundation – philanthropy@cpp.edu

Off-campus events:

- Cal Poly Pomona Philanthropic Foundation – philanthropy@cpp.edu

The alcohol approval form must be submitted to the areas above no later than 5 business days prior to the event day if held within Kellogg West Conference Center or Kellogg House Pomona. If the event is being held at another location on campus, then the signed alcohol approval must be submitted to Kellogg West 10 business days in advance.

Off-campus events must be submitted 10 business days in advance.