

**The University of Montana Western
Alcohol Registration Form
Campus Groups**

This form is for: 1) campus events in University of Montana Western buildings, grounds and athletic fields, 2) at on- or off-campus university-sponsored events, and 3) at on- or off-campus university-recognized student club events, per UMW Policy 100.5. Sponsoring organization leaders must be familiar with and comply with this policy.

“Alcoholic beverage” means any beverage subject to the “Montana Alcoholic Beverages Code.” Alcoholic beverages *may* be limited to beer and wine. A non-alcoholic beverage and food must also be available during the event. A licensed vendor must be used to provide the alcohol in accordance with local, state and federal laws.

A uniformed police officer *may* be required to be on duty during the entire time alcohol is being served and consumed. The Dillon Police Department needs to be contacted for this service, 683-2333.

1. Name(s) of individual(s) (and titles, if officers) and organization sponsoring the event.

2. Purpose of function: _____

3. Date of event: _____ Time from _____ until _____

4. Approximate number attending: _____

5. Location of event: _____

6. Is the event being advertised? ____ yes ____ no Where? _____

7. Event planning, schedule of duties performed by:

a. Ticket sales/Advertising/Carding/Cleanup is the responsibility of the sponsoring group.
List names of individuals responsible for these functions:

b. The applicant and sponsor/advisor must be in attendance during the event.
List names of each who will be in attendance.

Applicant: _____ Phone # _____
Sponsor/Advisor: _____ Phone # _____

8. What arrangements have been made to have food available for participants? Food for on campus events must be provided by UMW Dining Services (unless requirement is waived by Dining Services).

*******AUTHORIZED SIGNATURES*******

1. _____
Building/Area Supervisor _____ Date _____

2. _____
Sponsoring Group Representative _____ Date _____

3. _____
Licensed Vendor _____ Date _____

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Dean of Students

Recommend: Approve _____ Disapprove _____

Reason for disapproval:

Beer & Wine Only: yes_____ no_____

Time Limit for alcohol to be served from_____ to_____

Police officer required: yes_____ no_____

Signature _____ Date _____

.....
Chancellor or designee

Approve_____ Disapprove_____

Comments:

Signature _____ Date _____

Copy of the completed registration form must be on file with the Conference and Event Services Office, Campus Box 104, Phone 683-7566.