

USG Alcohol Policy

If your organization is planning on holding an event **off campus** at a venue where **alcohol is present**, there are a few extra steps that are necessary in order to have your event approved by the United Students' Government.

Please remember, USG funds can not be used to purchase alcohol under any circumstances!

First question you should ask: *Is your organization planning on serving alcohol at this event?*

Yes
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Step 1: Fill out an event submission on Bengal Connect **one month** prior to the date of your event. Having all the paperwork approved takes much longer than a normal event.

Step 2: Come to the USG Business Office in Campbell Student Union 416 to pick up an **Alcohol Waiver** to complete.

Step 3: Fill out the Alcohol Waiver and submit to the USG Business Office.

Please Note: You will need a copy of the venue's liquor license, copy of the venue's insurance policy, and a plan for security. This is all explained further in the Alcohol Waiver.

Step 4: The waiver is sent to the following committees/departments for approval:

- ◆ USG Rules & Regulations Committee
- ◆ USG Executive Board
- ◆ USG Senate
- ◆ The Dean of Students

Please Note: The USG Treasurer will sign all contracts with the venue once your paperwork is approved.

Step 5: Once the Alcohol Waiver is approved, your purchase orders for the event will be approved. Make sure you allot your organization enough time to have all purchase orders approved prior to the event.

No
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Step 1: Fill out an event submission on Bengal Connect two weeks prior to the date of your event.

Step 2: Inform your contact person at the venue that you will need a written letter to USG stating that no alcohol will be served to the students at this event .

Step 3: Ask the advisor of your organization to complete a letter on appropriate letterhead explaining they know of the event and understand fully that the students of the organization are not to be served alcohol.

Step 4: Bring all completed paperwork to the USG Business Office in Campbell Student Union 416.

Please Note: The USG Treasurer will sign all contracts with the venue once your paperwork is approved.

Step 5: Once the required paperwork is submitted, the purchase orders for the event will be approved. Make sure you allot your organization enough time to have all purchase orders approved prior to the event.