

# SOUTHWESTERN

LAW SCHOOL  
Los Angeles, CA

## ALCOHOL PERMIT FORM

Please review [Southwestern Law School's Policy on Alcohol and Other Drugs](#) before completing this form. Employees may submit their completed form to [lawdean@swlaw.edu](mailto:lawdean@swlaw.edu); students may submit their completed form to [studentaffairs@swlaw.edu](mailto:studentaffairs@swlaw.edu). All forms are due 14 days before the event.

Date \_\_\_\_\_ Contact Name \_\_\_\_\_

Department/Sponsoring Organization \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Date of Event \_\_\_\_\_ Event Name \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Source of Funds \_\_\_\_\_

Event Location \_\_\_\_\_

Public Safety Officer \_\_\_\_\_

Rover(s) \_\_\_\_\_

List all food and non-alcoholic beverages that will be served at no charge to guests:

\_\_\_\_\_  
\_\_\_\_\_

Number of expected attendees \_\_\_\_\_

**Type of Alcohol Served** (check all that apply)     Wine     Beer     Champagne

**Attendees** (check all that apply):

- Students\*
- Staff
- Faculty
- Alumni
- Non-SW

*\*Public Safety Officer Required*

**Waiver(s) Requested** (check all that apply):

- Bartender
- 2 drink per person limit
- Full Bar
- Other: \_\_\_\_\_
- Public Safety Officer
- Rover
- Alcohol Purchase through Events Management

Please state reason for waiver request below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For events with students, how will you verify legal drinking age (check all that apply):

- Tickets for 21+     Bracelets for 21+     Other - Explain \_\_\_\_\_

Please explain how you will enforce and monitor the drink limit requirement:

\_\_\_\_\_  
\_\_\_\_\_

**Approved**

**Approved with following required changes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Denied for the following reason:** \_\_\_\_\_

\_\_\_\_\_

**No Decision. Returned to Contact for Additional Information.**

Decision Date: \_\_\_\_\_

By: \_\_\_\_\_