

**Michigan State University Alcoholic Beverages Exception Request Form  
Ordinance 21.00**

Refer to the [Guidelines for Exceptions to Ordinance 21.00](#) for a complete list of Alcohol policies and procedures. Submit to the Secretary of the Board of Trustees ([trustees@msu.edu](mailto:trustees@msu.edu)) the Alcoholic Beverages – Exception Request Form (“Exception Form”) at least **eight (8) weeks prior to the event**. For questions, please call 517-353.4647.

<b>Department/Company/Group:</b>	
<b>Name and title of Responsible Party (Chairperson/Director level or above):</b>	
<b>Requestor (if other than Responsible Party):</b>	
<b>Phone number:</b>	
<b>Address:</b>	
<b>Event Name &amp; Description:</b>	
<b>Event Date:</b>	
<b>Event Location:</b>	
<b>Event Address:</b>	
<b>Starting &amp; Ending Time:</b>	
<b>Estimated Attendance:</b>	
<b>What type of alcohol will be served? (Beer, wine, liquor):</b>	

- A. Will you serve alcohol with a licensed bartender?  Yes  No
- B. Will you charge admission to the event?  Yes  No
- C. Will you sell drink tickets or have a cash bar?  Yes  No
- D. Will undergraduate students or individuals under the age of 21 be attending the event?  Yes  No

If you checked yes for B or C, how will the monies be used?

Describe how you will prevent non-invitees from entering your event:

Describe how you will determine whether attendees are of legal drinking age:

**Signature of Responsible Party:** By signing below, I certify that I am authorized to act on behalf of the Department/ Company/Group and accept responsibility for the event.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit form a minimum of eight (8) weeks prior to your event to:** [trustees@msu.edu](mailto:trustees@msu.edu) or  
The Board of Trustees, 426 Auditorium Rd., Room 450 Hannah Administration Building, East Lansing, MI 48824

<b>Leave Blank for Board of Trustees Office Review</b>				
Action:	<b>Approved</b>	<b>Approved with Conditions</b>	<b>Denied</b>	Date
Signed	_____		_____	