



Finance and Administration

REGISTRATION OF SOCIAL EVENT BY AN OFF-CAMPUS ORGANIZATION TO BE HELD ON CAMPUS AT WHICH ALCOHOLIC BEVERAGES ARE TO BE SERVED

Serving of alcoholic beverages within campus facilities and premises is governed by policies of the LSU Board of Supervisors and of this campus as described in PS-78. University departments may sponsor private social events at which alcoholic beverages may be served provided that the event is in accordance with applicable law and University policy and is registered as provided herein.

Completion and signing of this form by the University employee responsible for the social event at which alcoholic beverages are to be served certifies compliance with applicable law and policy. Registration is accomplished by sending a copy of the signed form to the LSU Finance and Administration prior to the event.

Signing below certifies that the following specific conditions will be maintained:

- ❖ Serving, possession and consumption of alcoholic beverages will be in accordance with state and local law and University policy as provided in PS-78, specifically **that at least 95% of attendees will be 21 years of age and that no underage person will be served an alcoholic beverage.**
- ❖ If alcoholic beverages are sold by any means, i.e., cash, drink ticket, with paid meal or for ticketed event, sale will be through a caterer licensed to sell alcoholic beverages.
- ❖ Alcoholic beverages will not be distributed by an alcoholic beverage company or distributor.
- ❖ Non-alcoholic beverages and food will be available.
- ❖ If the social event is being conducted in an academic building, it will occur at a time when no classes are in session.
- ❖ The entity in whose name this registration is made agrees to indemnify, defend, and hold LSU, its officers, directors, agents and employees harmless from and against any and all losses, liabilities, and claims, including reasonable attorney’s fees arising out of or resulting from the willful act, fault, omission or negligence of the indemnifying party or of its employees, contractors, or agents hereto.

Description of Event: _____

Location: _____ Time: _____ Date: _____

Sponsoring Department: _____

Department Head: _____

Signature: _____ Date: _____

Fax Number: _____ Phone Number: _____

Email Address: _____

Registration is completed only after this signed form is received in the Finance and Administration, 330 T. Boyd, phone 578 3386, fax 578 5403.

Received by LSU Finance & Administration on _____, initialed by _____.