Weill Cornell Medicine

Request to Serve Alcohol at an On-campus Event

For any event at which alcohol will be served, this form must be routed and completed to obtain approvals prior to the event. Complete the steps below, using electronic signatures and routing the form using WCM e-mail.

1. Describe the event.

Event Name:		Event Date/Time:	
Requestor:		Event Location:	

Brief description of the event (include sponsor group, attendees, purpose):

The bartender will be from: ☐ Griffis Faculty Club or hired from elsewhere ☐ Sponsor group

2. Certify event compliance with policy "Use of Alcoholic Beverages for On-Campus Events":

Requestor Name	Requestor e-Signature
Requestor E-mail	Date

If bartender is from sponsor group:

Bartender e-Signature	Date

3. Obtain administrator approval:

Medical students, obtain administrator signature from Michael Slade, mbs2003@med.cornell.edu
Graduate students, obtain signature from Herminio Quiñones, heq4001@med.cornell.edu
Faculty and Staff, obtain signature from your Department Administrator or Designee

Administrator e-Signature	Date

4. Obtain Risk Management approval signature from Jennifer Chavis, jec4012@med.cornell.edu or Joyce Bowes, jcb2011@med.cornell.edu

Risk Management e-Signature	Date

Risk Management will e-mail the fully signed form to Requestor and Administrator to indicate approval.

Weill Cornell Medicine

USE OF ALCOHOLIC BEVERAGES FOR ON-CAMPUS EVENTS

Weill Cornell Medicine (WCM) recognizes the fact that our faculty, staff and students are generally 21 years of age or older, and would like to have alcoholic beverages available at on-campus events. When the College approves the use of alcoholic beverages at an event, the following guidelines shall be used.

Background: While it is difficult to predict for any one individual how many drinks are too much, after two, three, or four drinks and with a blood alcohol concentration (BAC) of.05 to .08 percent, a person's senses and judgment can become impaired. This impairment may affect their coordination, balance and reaction time. BAC is determined by four factors:

1. Quantity of alcohol consumed
2. Body weight
3. How quickly alcoholic drinks are consumed
4. Food eaten

There is just as much alcohol in an average beer as there is in the average drink of whiskey or wine.

1.5 ounces of 86 proof liquor = 12 ounces of beer = 5 ounces of wine (12%)

Assessment: It is imperative that when we permit WCM faculty, staff or students to use WCM space for events that include the serving of alcoholic beverages, that we take appropriate efforts to mitigate the potential for persons drinking too much, becoming impaired, and injuring themselves or others.

Guidelines: The following measures need to be in place in order to manage the risks associated with serving of alcoholic beverages at on-campus events:

1. The sponsor NEVER advertises the function as a drinking event.
2. Alcohol-free drinks, as well as foods and snacks that contain protein and fat must be available. Salty foods and snacks should be avoided as they encourage more drinking.
3. Alcoholic beverages are to be served by bartenders in order to track and monitor guest's consumption. Self-serve bars are not to be used.
4. Guest should NEVER be encouraged or forced to have an alcoholic beverage and hosts should not insist on refills.
5. If someone drinks too much, the host/sponsor MUST ensure that person is escorted home.
6. All purchasing of alcoholic beverages is to be done by the sponsor. Under no circumstances are guests permitted to bring their own alcohol to the event.