

**Illinois State University
Request for Presidential Approval to Sponsor Event
Involving Alcohol (Outside Bone Student Center)**

With approval from the President of the University, a sponsor may provide alcohol at specific areas of Illinois State University. The sponsor must **complete, print, and submit** this form to the President's Office, Campus Box 1000, fax: 309-438-5319 at least two weeks prior to the event.

SPONSOR INFORMATION

1. Sponsoring Individual/Group/Department:

2. Contact Person: (one full name)

3. Campus (local) Address:

4. Phone Number:

5. Email Address:

6. Fax Number:

EVENT INFORMATION

1. Title of Event: (unique/descriptive/not "meeting" or "concert")

2. Location of Event: (approved areas listed at end of form)

3. Alternative Location: (in case of rain, etc.)

4. Date(s) of Event:

5. Time Event Begins: (am/pm)

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ALCOHOL INFORMATION

1. Who will attend the event:

- Open to the Public
- For Invited Guests Only
- Other (describe)

2. Name of licensed caterer:

This section completed by President's Office, copy mailed to sponsor:

- Approved Denied

Date: _____

Signature: _____

Approved areas in compliance with State of Illinois Statute:

- Center for the Performing Arts (reception areas only)
- College of Business Conference Center
- Conferencing Unit Building
- Horton Field House
- In Exchange Area
- Kaufman Football Building Conference Room
- Milner Library/Bone Student Center Plaza (under awning)
- Quad
- Redbird Arena
- University Art Galleries
- University Golf Course and Gregory Street Fields
- University Residence
- Watterson Towers, Informal Lounge
- Watterson Towers, Rosa Parks Conference Room

**Submit completed form to:
President's Office, Campus Box 1000, or fax: 309-438-5319**