The University of Montana Western  
Alcohol Registration Form  
Campus Groups

This form is for: 1) campus events in University of Montana Western buildings, grounds and athletic fields, 2) at on- or off-campus university-sponsored events, and 3) at on- or off-campus university-recognized student club events, per UMW Policy 100.5. Sponsoring organization leaders must be familiar with and comply with this policy.

“Alcoholic beverage” means any beverage subject to the “Montana Alcoholic Beverages Code.” Alcoholic beverages may be limited to beer and wine. A non-alcoholic beverage and food must also be available during the event. A licensed vendor must be used to provide the alcohol in accordance with local, state and federal laws.

A uniformed police officer may be required to be on duty during the entire time alcohol is being served and consumed. The Dillon Police Department needs to be contacted for this service, 683-2333.

1. Name(s) of individual(s) (and titles, if officers) and organization sponsoring the event.
   ______________________________________  ______________________________________
   ______________________________________  ______________________________________

2. Purpose of function:
   __________________________________________________________

3. Date of event: ___________________  Time from _________ __until _____________

4. Approximate number attending: ______________________________________________________

5. Location of event: ________________________________________________________________

6. Is the event being advertised?  ____ yes  _____ no  Where? ___________________________________

7. Event planning, schedule of duties performed by:
   a. Ticket sales/Advertising/Carding/Cleanup is the responsibility of the sponsoring group.  
      List names of individuals responsible for these functions:
      ______________________________________  ______________________________________

   b. The applicant and sponsor/advisor must be in attendance during the event.  
      List names of each who will be in attendance.
      Applicant:  _____________________________  Phone #________________
      Sponsor/Advisor:  _________________________  Phone #________________

8. What arrangements have been made to have food available for participants? Food for on campus events must be provided by UMW Dining Services (unless requirement is waived by Dining Services).
   __________________________________________________________

   __________________________________________________________
**AUTHORIZED SIGNATURES**

1. _______________________________  __________________________
   Building/Area Supervisor                           Date

2. _______________________________  __________________________
   Sponsoring Group Representative                          Date

3. _______________________________  __________________________
   Licensed Vendor                Date

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**Dean of Students**

Recommend: Approve _______  Disapprove _________

Reason for disapproval:

Beer & Wine Only:     yes_____       no_____

Time Limit for alcohol to be served from_________ to__________

Police officer required:     yes_____       no_____

____________________________                    ___________________
   Signature                                                                        Date

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**Chancellor or designee**

Approve______________       Disapprove______________

Comments:

__________________________________  ______________________
   Signature        Date

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Copy of the completed registration form must be on file with the Conference and Event Services Office, Campus Box 104, Phone 683-7566.