

**GUIDELINES FOR HOLIDAY PARTIES (REQUIRING PERMISSION)
HELD ON UNIVERSITY PROPERTY¹**

- 1) The dean must approve/support the request by signing off on it (*e.g.*, by signature line on the request or authoring the request).
- 2) The event must be held outside normal working hours (9:00 AM to 5:00 PM).
- 3) The event must be for a limited duration, generally 2 to 3 hours.
- 4) There can be no charge for admission (specifically, no money collected to go toward the cost of the alcohol).
- 5) Attendees/invitees should be primarily university employees and over 21.
- 6) The event should be held in a non-public, limited access area.
- 7) Organizers must implement procedures to ensure there is no under-age drinking.
- 8) No BYOB.

¹ For parties not held in permanently liquor licensed University facilities, *e.g.*, The Faculty Club, and therefore require permission from the Office of Business & Finance before proceeding.