

UNIVERSITY OF MARYLAND SCHOOL OF MEDICINE

ALCOHOLIC BEVERAGE PERMIT AND STATEMENT OF RESPONSIBILITY FOR CAMPUS ORGANIZATIONS

The University of Maryland School of Medicine is committed to promoting the good health and well-being of all members of the campus community. UMAB policies (Substance Abuse and Use of Alcoholic Beverages) [see Student Answer Book (<http://www.umaryland.edu/student/sab/>), "Rules and Regulations"] permit the legal and responsible use of alcohol at special activities and programs, **as long as** moderation and safety are stressed for persons who choose to drink alcohol; and that alternatives are provided for those who choose not to drink alcohol. Persons must be at least 21 years old to drink alcohol legally in Maryland.

SPONSORING ORGANIZATION: _____

TYPE OF PROGRAM PLANNED: _____

FACILITY REQUESTED: _____ **DATE OF ACTIVITY:** _____

ANTICIPATED ATTENDANCE: _____ **TIME OF EVENT: FROM** _____ **TO:** _____

ALCOHOLIC BEVERAGE(S) TO BE SERVED: _____

ALTERNATIVE BEVERAGES TO BE SERVED: _____

TYPE & AMOUNT OF FOOD THAT WILL BE AVAILABLE: _____

PROCEDURE FOR ID CHECKS: _____

PLAN TO PREVENT IMPAIRED INDIVIDUALS FROM DRIVING: _____

It is understood that responsibility is accepted for the cleaning of the facility after the event as well as the cost for repairing any damages that may occur. The sponsoring organization will be billed for any additional cleaning and/or repair charges necessary. The breaking of this Agreement may result in the revocation of privileges to seek future permission to hold activities where alcoholic beverages can be consumed and may result in sanctions against offending individuals or groups.

Upon signing this permit, it is further acknowledged that the Policy on the Use of Alcoholic beverages and the UMAB Substance Abuse Policy have been reviewed and are understood and that responsibility for good faith administration of the activity is accepted.

Signature – Officer of Sponsoring Organization Date Age Phone

Signature – Officer of Sponsoring Organization Date Age Phone

Signature – Faculty Sponsor Date Phone

Signature – Dean or Director of Campus Life Date Phone

THIS COMPLETED AND APPROVED FORM MUST BE SIGNED BY A DEAN IN THE OFFICE OF STUDENT AFFAIRS & TAKEN TO GREG ROBINSON IN THE DEAN'S OFFICE FOR FINAL APPROVAL. THIS FORM MUST BE DISPLAYED DURING THE EVENT

Instructions for Obtaining a One Day Liquor License

- * **Type a letter on UMSOM letterhead stating the following:**
 - **date, time & place of event**
 - **type of event being held**

- * **The letter must be from an advisor, faculty member or an administrator of the University.**

- * **Take the letter and your driver's license to the Liquor License Commissions Office, 10 South Street, Suite 200, Baltimore, MD 21202. The telephone number is 410-396-4377. The operating hours are 8:30am to 4:30pm. You will be asked to complete the necessary paperwork and then will be directed to the Municipal Building located at 200 N. Holiday St., 1st floor (lobby) to pay for the license. The operating hours are 8:30am to 4:30pm. The telephone number is 410-396-3979.**

The suggestions offered below are examples which organizations can use to decrease the likelihood of person driving while impaired following a sponsored event.

1. **Designated Drivers:** Designated persons from the sponsoring organization refrain from drinking alcohol during the event. An announcement should be made that designated drivers are available to take people home, so that participants know that the option is available. As guests prepare to leave, the designated drivers drive anyone home who needs assistance.
2. **Trolley/Van Rental:** A trolley/van is rented for the event to take groups of people to their homes. The trolley/van scheduled departure times (i.e. on the half hour) should be posted and announced during the event.
3. **Cab Contract:** An agreement is made in advance for a cab company to be "on call" for persons attending a sponsored event. In addition several taxis should be on hand at the conclusion of the event.

In conjunction with any of the ones above, the following can also be used.

4. **Key Master:** A member of the sponsoring organization is designated as the KeyMaster. As guests enter the events, they are asked to "check" their car keys with the KeyMaster. When they are prepared to leave the KeyMaster returns their keys if they are capable of driving (with a Breathalyzer Test). If they are not, a designated driver or cab should be called.
5. **Stop Serving:** An hour before the end of the event stop serving all alcoholic beverages. Food and non-alcoholic beverages should still be available.
6. **Disable the Car:** If an impaired person refuses to take advantage of any of these options, a member of the sponsoring organization should disable his/her car by removing the distributor cap. A designated driver or cab should then be called.
7. **Call the Police:** If an impaired person insists upon driving and cannot be stopped by any other means, the police should be called.

