

**Statement of Responsibility  
For Alcoholic Beverages Purchased  
For Brown University-sponsored Function(s)**

Attach this form to a request for reimbursement for alcohol purchase(s)  
when the event was not in a restaurant or catered by Brown University.

I acknowledge my responsibilities as outlined below for the alcoholic beverages purchased for the following function:

|                                    |  |
|------------------------------------|--|
| <b>Date / Time</b>                 |  |
| <b>Event Purpose</b>               |  |
| <b>Location</b>                    |  |
| <b>Number of persons attending</b> |  |

- I have reviewed Brown University's policies on alcoholic usage: *Brown University Alcohol and Other Drug Policy* and the *Student Activities Office Event Planning Guidelines*.
- Alcoholic Beverages will not be offered or served to minors.
- Alcoholic beverages will not be offered or served to individuals who appear to be intoxicated.
- Leftover stock is the property of Brown University and will not be given to function participants at the end of the event.
- Alcoholic beverages are stored in between events in a locked storage area on campus and access is limited to Brown University employees over the age of 21.

\_\_\_\_\_  
Signature of University Host

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department head  
(if different from University Host)

\_\_\_\_\_  
Date