



**PROCEDURES FOR SECURING APPROVAL FOR  
USE OF ALCOHOLIC BEVERAGES ON UNIVERSITY PROPERTY**

- 1) Obtain a *Request to Use Alcoholic Beverages on University Property* form by contacting the External Relations and Constituent Engagement Office, Administrative Center 300 B, (816) 235-1563 or online at <https://info.umkc.edu/saem/faculty-and-staff/>
- 2) Complete the form and hand deliver or mail form with *original* signatures no later than two weeks prior to the event date. Faxed or scanned forms will not be accepted.

Return to: External Relations and Constituent Engagement Office  
Administrative Center 300 B  
Kansas City, MO 64112

- 3) The Vice Chancellor will review the request based upon compliance with the [UMKC Alcoholic Beverage Policy](#). External organizations must also complete the [Facilities and Services Agreement Form](#), submitted for approval to the Office of Administrative Services, Administrative Center 333.
- 4) Requesting Department, Organization or Individual, Sponsor and Dining Services Catering Office will be notified of approval or denial.
- 5) If *Request to Use of Alcoholic Beverages* is approved (approval does not guarantee event location reservation, Dining Services commitment or provision of alcoholic beverages), requestor must then secure all required services with the Dining Services Catering Office, 816-235-1076.