

Rackham Alcohol Letter Template

(Today's date)

Dean Mike Solomon
c/o Rackham Facilities Office
Rackham Graduate School
915 E. Washington Street, Ste. 0510
Ann Arbor, MI 48109-1070

Dear Dean Solomon,

On (your event date) the (your department or organization) will be using (list the Rackham rooms you will be using) to host (describe your event – department dinner, post-symposium reception, etc.). This event is by invitation only and is not open to the public ⁱ(If this is not true of your event, please see the information below.) Approximately (provide the number of people invited) guests will be in attendance. (Name of caterer) is catering the event. There is no charge for the event. ⁱⁱ(If this is not true of your event, please see the information below.) We request permission to serve complimentary (beer, wine, and/or champagne), in addition to non-alcoholic beverages. We understand that all alcohol must be served by a certified server via a licensed catering service. Our catering company, (name of caterer) will provide (a) certified server(s). We also understand that at no time may any of our guests serve themselves alcohol. We have reviewed the Rackham Facility Use Guidelines, including those pertaining to alcohol, and agree to abide by them. (Name of person and person's title) is our designated host and will be on hand during the entire event to monitor and assure that all guidelines are followed.

In accordance with guidelines set forth by the University of Michigan's Office of the General Counsel at http://www.ogc.umich.edu/faq_alcohol.html#special, we confirm that, as the sponsoring department, we are familiar with and will adhere to all guidelines that have been established by our department regarding any serving of alcohol at campus locations which are not licensed for service of alcohol, which includes the Rackham Building. Furthermore, the signature below confirms that our department is aware of and approves the serving of alcohol at this event. (Must be signed by a University of Michigan Vice-President, Dean, Chair, or Senior University Officer or their delegate.)

Thank you for your consideration of our request. If you have any questions, I can be reached at (phone number). I understand that I will receive an e-mail from the Rackham Facilities Office confirming our approval.

Sincerely,

Event Coordinator

Date

I approve the serving of alcohol at this event.

Name of Vice President, Dean, Chair, Senior University Official or delegate

Date

ⁱ If your event is open to the public, you may not serve alcohol. Please call the Rackham Facilities Office at 734.764.8572.

ⁱⁱ If there is a charge for your event and you wish to serve alcohol, you must contact the Rackham Facilities Office before you send out your invitations. Failure to do so may result in the cancellation of your event.

University Departments

Please submit this letter via email to RackhamScheduling@umich.edu.

Non-University Clients

Please submit this letter on your organization's letterhead. When complete, fax to Rackham Facilities, 734.763.6622.

Please Note

In addition to the published [Rackham Alcohol Policy Guidelines](#):

Event invitations and advertising must not mention alcohol.

Alcohol may not be served at any event to which undergraduate students are invited.