

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**APPROVAL PROCESS FOR SERVING ALCOHOLIC BEVERAGES –  
CONFERENCE CENTER EVENTS**

Any group wishing to use the conference center facilities for an event and meeting the criteria specified in Policy 1092 may request permission to serve alcoholic beverages. They must:

1. Confirm the availability of space and personnel necessary to prepare and serve food, as outlined in Policy 3095.
2. Complete a "Property Use Addendum Request for Alcoholic Beverages" with their Account Manager in Facilities Use. See Attachment.
3. The Account Manager will verify that facility space has been reserved and will route the Property Use Addendum Request to the following for approval:

Campus Police Chief

Executive Chef – Banquet & Catering Services

Director Conference and Food Service Operations

Director of Business Services and Risk Management

Requests must be submitted at least thirty (30) days prior to the event.

Adopted by Cabinet—November 22, 1993  
Retyped—Title Change  
September 8, 1995  
Reviewed—Cabinet  
April 9, 1997  
January 29, 2001  
Revised—Cabinet  
November 13, 2001  
April 6, 2004  
Retyped—Title Change  
October 26, 2004  
November 1, 2005  
September 14, 2007  
Reviewed—Cabinet  
August 4, 2015  
Revised—July 16, 2019



Conference and Event Services  
 Schoolcraft College - VisTaTech Center  
 18600 Haggerty Road  
 Livonia MI 48152

Phone: 734-462-4610 / Fax: 734-462-4674

## Property Use Addendum - Request of Alcoholic Beverages

<b>Group</b>	<b>Reservation:</b>
	Event Name:
	Status:
	Phone:
	Email Address:
	Account Manager:
	Estimated Attendance:

<b>Bookings / Details</b>	<b>Quantity</b>
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### Cover Sheet for Alcoholic Beverage Approval

Department	Signed page 2	Print Name	FAX #	Telephone #
1. Schoolcraft College Campus Police	<input type="checkbox"/>		4715	5424
2. Food Service Department	<input type="checkbox"/>		4516	5512
3. Director, Conference and Food Service Operations	<input type="checkbox"/>		4674	4670
4. Director, Business Services and Risk Management	<input type="checkbox"/>		4529	4563

- Please sign and route this form in the above order.
- Check off your name before faxing/emailing to the next person.
- Once all signatures are obtained, fax/email back to account manager and to all those who have signed. Your attention to processing this form as quickly as possible is necessary and

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### Property Use Addendum - Request of Alcoholic Beverages

**Instructions:** Obtain signature verifying that facility space has been reserved. (See Policy 3095 for procedure.)

\_\_\_\_\_  
Signature (Account Manager)

\_\_\_\_\_  
Date

Type of Beverage(s) to be Served:     Beer     Wine     Liquor

**Schoolcraft College Campus Police:**     Extra Security Staff Needed     No Extra Security Staff Needed

\_\_\_\_\_  
Schoolcraft College Campus Police

\_\_\_\_\_  
Date

**Food Service Department:**     Food Service Staff Available

No Food Service Staff Needed

\_\_\_\_\_  
Food Service Department

\_\_\_\_\_  
Date

#### Approvals

\_\_\_\_\_  
Director, Conference and Food Service Operations

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Business Services and Risk Management

\_\_\_\_\_  
Date

*If outside service is requested, also attach the Michigan Liquor Commission Form #LC-146 and a map depicting the outside location.*