

REQUEST FORM

PERMISSION TO SERVE ALCOHOL

Requestor's Name: _____ **Life Number:** _____

Telephone: _____ **Building Number:** _____

Activity: _____

Date: _____ **Start and End Time:** _____ (2 hr limit)

Location: _____

Department/Group: _____ **Number of People:** _____

Host/Person in Charge (please print): _____

(This must be a Level II manager or their designee)

As Host, I understand it is my responsibility to make every effort to limit the quantity of alcohol served and to prevent individuals from driving, if impaired, or returning to work.

Approved:

(Sign) _____ (Print) _____
Host

(Sign) _____ (Print) _____
Dept. Chairperson/Division Head

(Sign) _____ (Print) _____
Requesting Departments A/D

(Sign) _____ (Print) _____
Jack Anderson or Robert Tribble

OR
(Sign) _____ (Print) _____
Laboratory Director/Doon Gibbs

Return the completed form with ALL signatures to Christine Carter, Staff Services, Building 400.

NOTE: No alcohol may be served during sports activities until games are completed.

Alcohol Use (SBMS)

The consumption or unauthorized possession of alcoholic beverages is prohibited in all areas of the site except for the Brookhaven Center Club and the housing areas. The only exception to this rule is that alcohol may be served at after-hours functions, with prior approval by the Department Chair or Division Manager, the Assistant or Associate Laboratory Director, and a Deputy Laboratory Director. No Employee, Guest or Contractor may drink alcohol during the course of their work day.

Consumption of alcohol during BERA-sponsored sporting events is prohibited; however, participants may request permission to serve alcohol after games. Employees who consume alcohol at after-hours events should not return to the work area following the function, nor should they drive if in an impaired condition.

Requests for exceptions should be documented and submitted for approval using the Request Form for Permission to Serve Alcohol. Upon approving, the Deputy Laboratory Director will forward the approved form to the Recreation Supervisor. The Recreation Supervisor will notify the requestor of the approval and send copies to the Department Chair / Division Manager and the Assistant / Associate Laboratory Director.

On the form, the requestor specifies the place, date, time and reason for the event, the anticipated number of employees who will attend, and the name of the individual who will assume responsibility as the "host." The host must be a level 2 manager or above, or their designee. The host also signs the Request Form and commits to make every effort to ensure that the quantity of alcohol served is restricted and to prevent individuals from driving, if impaired, or returning to work.

Celebrations held off-site during lunch or other working hours should be strongly discouraged for reasons both of safety and loss of productivity. Employees who consume alcohol during any off-site luncheon or event shall not return to work the same day. If circumstances make it necessary to schedule off-site events at which alcohol will be served, the event host shall send a memorandum to the Deputy Director for Operations explaining how these concerns have been addressed.