

# University of Michigan Special Liquor License Request Form

*(Limited Annual Allocation – Required for Consideration)*

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## Eligibility Notice

Under Michigan regulations, nonprofits are limited to twelve (12) liquor licenses per calendar year. The University of Michigan shares this allocation across its three campuses (Ann Arbor, Dearborn, and Flint).

These licenses are **extremely limited** and reserved primarily for events that demonstrate **significant institutional impact**. Requests that do not meet this threshold will not be considered.

## Submission Requirements

- Submission **does not guarantee approval**
- Requests **must be submitted by a Dean or Executive Officer** and include written justification
- **Submission Email:** UMAcoholRequests@umich.edu
- **Submission Deadline:** November 1 (for events in the following calendar year)

## Event Overview (Required)

Event Name: \_\_\_\_\_

Sponsoring Unit/Department: \_\_\_\_\_

Proposed Event Location: \_\_\_\_\_

Proposed Event Date: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Please provide a clear and concise justification for the allocation and use of one of our twelve annual licenses. Include the following details:

- Purpose and expected outcomes of the license use
- How the license supports strategic goals or operational needs
- Expected benefits or impact on the department or organization
- Any alternatives considered and why this license is the best option

Your detailed justification will help ensure that license allocations align with our organizational priorities and resource planning.

**Dean/Executive Approval**

Approval authorizes the use of one of the University's twelve (12) annual liquor licenses for this event.

**Dean or Executive Officer Name:** \_\_\_\_\_

**Signature (Required):** \_\_\_\_\_

**Date:** \_\_\_\_\_