

# Beverage Request Form

Business Student Organizations (BSO) needing beverages for events must fill out a request form 24 hours in advance. This form will be used to track beverage request, guest speaker gifts and parking passes. Complete this form and give it to a deskworker in the Technology Service Center, 473 DavisShaughnessy Hall.

Beverages Yes \_\_\_\_\_ No \_\_\_\_\_ Quantity \_\_\_\_\_

Cups Yes \_\_\_\_\_ No \_\_\_\_\_ Quantity \_\_\_\_\_

Napkins Yes \_\_\_\_\_ No \_\_\_\_\_ Quantity \_\_\_\_\_

Bowl for ice Yes \_\_\_\_\_ N Time cart will be picked up: \_\_\_\_\_

Guest Speaker Gift: Yes \_\_\_\_\_ No \_\_\_\_\_ Quantity \_\_\_\_\_

Parking Pass: Yes \_\_\_\_\_ No \_\_\_\_\_ Quantity \_\_\_\_\_

(Each parking pass is good for 1 hour of parking. THERE IS A LIMIT OF THREE PASSES PER EVENT. Any exception to this rule must be approved by contacting Assistant Dean Rob Boyle via e-mail at [rob.boyle@slu.edu](mailto:rob.boyle@slu.edu).)

A representative from your BSO must return 473 DavisShaughnessy Hall to prepare and take your beverage cart to your meeting. After your meeting a representative from your BSO should empty the ice bowl and return the cart to the Club Room 1061 DavisShaughnessy Hall.

Parking Pass ID Numbers