

**REQUEST FOR USE OF ALCOHOLIC BEVERAGES  
AT THE HERBERT C. HOOVER BUILDING**

Date of Request:

To: Deputy Assistant Secretary for Administration

From:

An exemption to the prohibition against the use of alcoholic beverages on Department of Commerce property is hereby requested in accordance with 41 CFR Subpart 102-74.405 of the Federal Real Property Management Regulation. The following information is provided to support this request:

OFFICE REQUESTING EXEMPTION:

OCCASION FOR WHICH EXEMPTION IS REQUESTED:

DATE AND TIME OF EVENT:

LOCATION:

APPROXIMATE NUMBER OF ATTENDEES:

TYPE OF BEVERAGES TO BE SERVED:

AUTHORIZING SIGNATURE: \_\_\_\_\_  
(Signature of Department Unit Head)

**PLEASE ENSURE THAT NO EXCESSIVE DRINKING OCCURS!**

This form must be submitted to the DASA for signature, with copies at least one day prior to the event.

DASA SIGNATURE: \_\_\_\_\_

Copies of this approved request must be furnished in advance to:

- HCHB, Office of Space and Building Management, OSBM-IO@doc.gov
- OSY HCHB Building Security, Security@doc.gov