

**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