

## Request to Serve Alcoholic Beverages on Campus Form

This request form must be completed for all campus events where alcoholic beverages are being served. All University sponsored events serving alcoholic beverages on campus must have the approval of the Chief Operating Officer (COO) or designee for operational unit requests, or University Student Affairs (USA) or designee for student event requests.

Officially recognized campus organizations, (students, staff, faculty, auxiliaries, and administrative), who wish to sponsor an event on campus, may request approval to serve “alcoholic beverages” consisting of **beer and/or wine only**. The consumption of “alcoholic beverages” must not be the main focus of any event.

In sponsoring such an event, the campus organization and its members accept responsibility for adherence to all applicable federal, state and local laws, and the Alcohol on Campus policy including the responsibilities and conditions as follows:

1. The sale of alcoholic beverages by organizations without a valid alcohol sales license on the University campus is prohibited. The exchange of any consideration for an alcoholic beverage constitutes a sale. “Consideration” includes money, or tickets, tokens, or vouchers, which have been issued in exchange for money or anything else of value.
2. A Responsible Person must be assigned to manage the event to make sure the event and guests adhere to policy and is accountable for event infractions. This individual is expected to be present for the duration of the event and is prohibited from consuming any alcoholic beverages preceding or during the event.
3. Unless otherwise approved, events where alcohol is being served cannot begin until after 5pm and must end by 10pm. Unless otherwise approved, actual serving period shall not exceed **three (3) hours**.
4. Sponsors must stop serving alcohol at least thirty (30) minutes prior to the end of the event.
5. Alcoholic beverages shall only be consumed in the approved enclosed or inside area designated on this request. Exterior service areas must be clearly defined.
6. Servers assisting in pouring alcoholic beverages are prohibited from consuming any alcoholic beverages preceding or during the event. Professional servers must have the applicable permit to serve alcoholic beverages.
7. The monitoring and serving of alcohol at a campus event shall be under the direct supervision of event sponsors and a designated responsible person in accordance with the criteria for Responsible Person as defined in the Alcoholic Beverages on Campus policy.
8. Equivalent non-alcoholic beverages (e.g. water, soda) must be available at all functions where alcoholic beverages are served.
9. No person under 21 years of age and no obviously intoxicated person shall be given an alcoholic beverage. If a person appears to be under 30 years of age, the event sponsor must request to see a valid government issued photo I.D.
10. Suitable “**free**” snacks (e.g., pretzels, popcorn, nuts and/or vegetables) must be made available at all functions where alcoholic beverages are served.
11. The sponsor of the event must be 21 years of age or older and will be responsible for compliance with applicable state laws, regulations and university policy.

# Request to Serve Alcoholic Beverages On Campus

**COMPLETE ALL SECTIONS** of this form and forward to the applicable College Dean or Department Head for signature. Once signed, submit your request to the COO's Office (departmental/college events), University Student Affairs (student-led events) or the Vice President for Advancement (University Advancement events) no later than ten (10) business days prior to the event. Refer to the Alcoholic Beverages on Campus Policy for detailed information.

## 1. REQUESTING/RESPONSIBLE PERSON

<b>REQUESTING PERSON</b>				<input type="checkbox"/> Administrator	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Student
<b>First Name</b>	<b>Last Name</b>	<b>Email</b>	<b>Phone/Ext.</b>				
<b>RESPONSIBLE PERSON</b>							
<b>First Name</b>	<b>Last Name</b>	<b>Email</b>					
<b>Alternate Responsible Person (recommended)</b>							
<b>First Name</b>	<b>Last Name</b>	<b>Email</b>					

## 2. EVENT INFORMATION (check only one)

- Private Departmental Event (limited to University Employees, Family Members, Special Invited Guests, Donors, Alumni)
- Club/Student Government Association (SGA) (limited to WesternU faculty, staff and students)
- Public Event (Event Open to the General Public) – Requires Use of Licensed Caterer/Servers with Alcohol Permit
- Other – please describe below

<b>Event Name:</b>				<b>Date of Event:</b>			
<b>Event Description/Purpose/Benefit:</b>				<b>Event Location/Venue:</b>			
				<b>Building Name:</b>			
				<b>Room Name/Number:</b>			
				<b>Hosting Club/Class (if applicable)</b>			
<b>Event Start Time:</b>		<b>Estimated Number of Attendees:</b>	<b>Employees</b>	<b>Students</b>	<b>Guests</b>	<b>Attendees UNDER age 21</b>	
<b>Event End Time:</b>						<input type="checkbox"/> Yes <input type="checkbox"/> No	

## 3. ALCOHOLIC BEVERAGES BEING SERVED

<input type="checkbox"/> Beer Only	<input type="checkbox"/> Wine Only	<input type="checkbox"/> Beer & Wine	<input type="checkbox"/> Full-service bar*
*Only Authorized University Advancement and Operating Unit Leaders who are sponsoring an official University Event, may request approval for a full-service bar served by a licensed caterer.			
<b>Name of Server(s) who are WesternU students/employees only, if applicable</b> (may use separate page to list names):			
NOTE: Those listed below are <b>not</b> permitted to drink any alcoholic beverages preceding or during the event.			

1. \_\_\_\_\_ 2. \_\_\_\_\_
3. \_\_\_\_\_ 4. \_\_\_\_\_

**4. LICENSED CATERER - (Complete this section, if applicable. If none, insert N/A.)**

<b>Caterer's Name:</b>	<b>Address:</b>	
<b>Business Name:</b>	<b>City:</b>	
	<b>State:</b>	<b>Zip Code:</b>
<b>Phone No:</b>	<b>Email address:</b>	
<b>MANDATORY REQUIREMENT:</b> A copy of Alcohol Permit & Certificate of Insurance must accompany this form.		
The organizer of event must obtain from the Caterer(s) a <i>Certificate of Insurance</i> and <i>Permit to Serve Alcohol</i> .		
<ul style="list-style-type: none"> <li>• <b>Certificate of Liability Insurance</b> to Include the Following: <ul style="list-style-type: none"> <li>○ <b>General Liability Insurance</b> with minimum limits of \$1,000,000 per occurrence/\$2,000,000 aggregate. Western University of Health Sciences is to be named additional insured.</li> <li>○ <b>Workers Compensation Insurance:</b> Statutory limits.</li> <li>○ <b>Liquor Liability Insurance</b> with minimum limit of \$1,000,000 per occurrence/\$2,000,000 aggregate. Western University of Health Sciences is to be named additional insured.</li> </ul> <p>Note: If Caterer does not meet minimum requirements, Risk Management must review the vendor's Certificate of Liability Insurance.</p> </li> <li>• <b>Caterer's ABC/OLCC Alcohol Permit Number:</b> <ul style="list-style-type: none"> <li>○ No. _____</li> <li>○ Expiration Date: _____</li> </ul> </li> </ul>		
<p><b>California</b> – State of California: Alcoholic Beverage Control   <a href="http://www.abc.ca.gov">www.abc.ca.gov</a>  California Alcoholic Beverage Control Event Permit (also known as an ABC 218) is required whenever a licensed caterer serves alcohol at a catered event. The Caterer accepts responsibility for managing alcohol service, controlling alcohol consumption and ensuring compliance with all applicable federal and state laws.</p> <p><b>Oregon</b> - State of Oregon: Oregon Liquor Control Commission   <a href="http://www.oregon.gov">www.oregon.gov</a></p>		

**5. REQUESTING PERSON'S SIGNATURE:** My signature below certifies that I have read the terms and conditions for sponsoring an event at which alcoholic beverages are served. I agree to comply with the terms and will manage the event in compliance with all requirements.

→ Printed Name: _____	Signature: _____	Date: _____
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**6. STUDENT-LED EVENTS (APPROVAL SIGNATURES)** –After your college dean/department head signs below, submit your request to University Student Affairs (USA).

<b>1) College Dean/Department Head</b>		
→ Signature: _____	Title: _____	Date: _____
<b>2) Senior VP of University Student Affairs or designee (Student Services Center, Room 101)*</b>		
→ Signature: _____	Title: _____	Date: _____

*\*For student-led events, the following offices will be notified upon VP of USA's signature: Risk Management, Security, Requestor, Responsible Party, and College Dean or Department Head*

**7. ALL OTHER EVENTS (APPROVAL SIGNATURES)** –Submit your request to the appropriate office: WesternU COO, or designee (departmental/college events), Vice President for Advancement, or designee (University Advancement events).

<b>1) College Dean/Department Head</b>		
→ Signature: _____	Title: _____	Date: _____
<b>2) Risk Management - risk@westernu.edu</b>		
→ Signature: _____	Title: _____	Date: _____
<b>3) Campus Safety - safety@westernu.edu</b>		
→ Signature: _____	Title: _____	Date: _____
<b>4) COO (departmental/college events) OR VP of Advancement (University Advancement events)</b>		
→ Signature: _____	Title: _____	Date: _____

*For all other events, the following offices will be notified upon COO/VP of Advancement's signature: Risk Management, Security, Requestor, Responsible Party, and College Dean or Department Head*