



## OHIO UNION ALCOHOL- REQUEST PROCEDURE FOR CATERED BAR SERVICE

*This summary should be turned in no later than 21 days prior to the event date.*

As part of the Ohio State University, we must comply with OSU policy on alcohol service as well as applicable state regulations. Please take a moment to familiarize yourself with \*OSU Policy on Alcohol at the following link: <https://studentlife.osu.edu/pdfs/osu-policy-on-alcohol.pdf>

Please be sure to consider as part of your event planning:

- Individuals or organizations sponsoring events where alcoholic beverages are available must provide a safe and secure environment, and follow reasonable risk management procedures. In order to ensure that there is adequate security at the event, the University Police Special Events Coordinator must also be contacted at 688-3211 at least three weeks before the event.
- There should be a primary purpose for a gathering other than the availability of alcohol, and alcohol should not be used as an inducement to participate in a campus event.
- A campus event should not include alcohol if the majority of the participants at the event are students under the legal drinking age in Ohio.
- Soft drinks or other alternative beverages such as punch, fruit drinks, and other non-alcoholic beverages should be available in the same location and be featured as prominently as the alcoholic beverages during the entire time alcoholic beverages are being served. Food and/or snacks should also be prominently displayed and available during the entire event.
- The University does not permit advertising in its public spaces that directly promotes the use of alcohol or tobacco.
- Advertising should focus on the purpose or theme of the event and not on the availability of alcohol in ways that imply drinking is the focus, such as a "beer blast," "forty kegs," or "all the beer you can drink."
- For larger groups, it may take the Ohio Union three (3) or more weeks to procure the alcoholic beverages for your event, so plan early.

**Please provide us with the following information:**

1. The date, beginning and ending time, and place of the event (building, room location)
2. A description of the types of people who will be attending the event (e.g., faculty, staff, students, alumni, etc.) and an estimate of the number of people who will be attending the event:
3. A description of the purpose of the event (e.g., alumni reception, faculty-student mixer, going-away reception, etc.);

4. A list of the kinds of alcohol you propose to serve (beer, wine, liquor);
5. An explanation of how non-attendees will be prohibited from entering the event (e.g., fenced off, usher at doorway, use of wristbands, etc.);
6. An explanation of how attendees will be checked, before being served, to determine that they are of legal drinking age;
7. A statement as to whether any money will be collected in connection with the event and, if so, for what (e.g., alcohol, food, admission or cover charge, etc.); and
8. The contact information for the responsible contact person, including email, telephone, campus address, and department.
9. The contact information for the organization advisor (if student group) including email, telephone, campus address.
10. A copy of approval from the national organization office as appropriate for student organizations.

**Information of past events with approved alcohol service:**

Have you hosted this event in the past?

Date of event

Location of event

Please return to the Event Services in the Ohio Union Administrative Office, room 2008 of the Ohio Union at 1739 N. High Street, Columbus, Ohio 43210, or email to [ohiounionevents@studentlife.osu.edu](mailto:ohiounionevents@studentlife.osu.edu), or fax to 614-292-1816 with all the required information.

Incomplete requests will not be considered.

\*Any student, faculty, or staff member found to be in violation of federal, state, and/or local law, or who violate the University's alcohol and other drug policies, are subject to University disciplinary procedures and/or referral to the appropriate authorities for legal prosecution. Campus disciplinary sanctions include, but are not limited to, written warnings, loss of privileges, probation, participation in an alcohol or other drug assistance or rehabilitation program, suspension, and/or dismissal. Sanctions may also apply to registered student organizations and to off-campus conduct involving activities sponsored or authorized by the University.