Possession and Consumption of Alcoholic Beverages

Approval Form

In order to minimize the risk of alcohol abuse, promote compliance with the law, and encourage all campus constituents to make responsible decisions about alcohol the Vice President for Finance and Administration must approve all Oregon Tech events, on and off campus, that will have alcohol present at least **3-weeks** prior to the scheduled event. In addition, student organizations must also gain approval by the Vice President for Student Affairs. Off-Campus groups must pay a deposit when the room reservation is made.

**Please keep in mind:**

* At any event at which alcohol is available, sufficient quantities of nonalcoholic beverages must be available.
* Food must be available at no additional charge (above the cost of the event).
* Advertisements of social events with alcohol shall not promote or describe (text or graphics) the availability of alcoholic beverages nor promote the consumption of alcohol by minors.
* College regulations prohibit the possession or consumption of any alcoholic beverage on OIT grounds unless the College has sanctioned the location and/or conditions for possession or consumption. The location of the event must identify an area where the alcohol is served and consumed. This area must be secure so that only those individuals 21-and-over have access to the serving area.

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| Campus: [ ]  Klamath Falls [ ]  Wilsonville [ ]  Salem Today’s Date:       |
| Group Title: |
|       | [ ]  Oregon Tech Group [ ]  Off-Campus Group |
| Group Contact Person: | Address: | Phone Number: |
|       |       |       |
| Event Title: | Description: |
|       |       |
| Participants (Check all that apply): | Anticipated number of participants: |
| [ ]  Students [ ]  Faculty [ ]  Community |       |
| Date of Event: | Start Time: | End Time: |
|       |       |       |
| Location: | Type of alcohol service: |
| [ ]  On Campus [ ]  Off-Campus  | [ ]  Open Bar [ ]  Cash Bar |

**Security Issues: Please answer each question thoroughly, using additional paper if necessary.**

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| 1. Provide a diagram of the event, indicating where the alcohol will be served and the access points.  |
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| 2. How will access to alcohol be controlled to ensure only those 21 or older will have access to alcohol? ID verification, bracelets distributed? |
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| 3. How will you monitor access in order to limit consumption to stay within reasonable health guidelines and legal intoxication limits? (Drink limit: 1 drink for each hour of event; 3 drink maximum)  |
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| 4. Who will be serving the alcohol? Describe what other beverages and food will be provided. How will partially full and empty container be disposed of? |
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*FOR ON CAMPUS EVENTS ONLY*

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| **College Union Manager Signature Date** | **Food Service Manager Signature Date** |
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| **POLICY OIT-30-031** |
| I have read and understand the Possession and Consumption of Alcoholic Beverages Policy with the accompanying appendices. I agree to abide by the guidelines and rules of the policy, OLCC regulations, and the laws of the State of Oregon. If any rules are not followed or adhered to, the event may be cancelled, the alcohol service may be immediately terminated, and any deposit monies may be forfeited. |
| **Advisor Signature Date** | **Group Representative or Student Signature Date** |
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| **Vice President for Student Affairs Signature Date** | **Vice President for Finance & Admin Signature Date** |
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