



REGISTRATION FORM FOR EVENTS WITH ALCOHOL

All WOU events, both those on and off campus, must obtain prior authorization from the appropriate vice president at least three weeks prior to the scheduled event. Please complete all sections of this form, obtain the required signatures for approval, and distribute to the offices listed at the bottom of the form.

Refer to the university policy on alcohol found on the WOU Policy Council website or to the alcohol policies specific to the event venue.

WOU Policy Council: http://www.wou.edu/policycouncil/policy-library/

EVENT INFORMATION

Request Date	Select one	
	<i>WOU Organization</i>	<i>Non-WOU Organization</i>
Sponsoring Group		
Contact Person	Contact Phone Number	Contact Email
Event Name		
Target Audience		
Description		
Estimated Number of Participants (include all applicable categories)		
<i>Students</i>	<i>Faculty/Staff</i>	<i>Other (please specify):</i> _____
<i>Percent of participants 21 years of age and older? _____ (Alcohol shouldn't be served at events where more than half of the participants are likely to be under 21.)</i>		
Event Date	Start Time	End Time
List location of event		
	On Campus	Off Campus
Please note what funds will be used to purchase alcohol for the event.		
Security Issues (Please answer each question thoroughly, using additional paper if necessary)		
1. Attach a diagram of the event, indicating where the alcohol will be served and the access points.		
2. Describe how access to the alcohol will be controlled to ensure only those 21 or older will have access to alcohol (ID verification, bracelets distributed, etc.) For events involving attendees who		

are under 21 years of age, the access to and consumption of alcohol must be in a controlled area.

3. Describe how access will be monitored to limit consumption within reasonable health guidelines and legal intoxication limits.
4. List those who will be serving the alcohol and the vendor's OLCC number.
5. List designated observer(s).
6. Describe what other beverages and food will be provided.
7. Describe the method of disposal for partially full and empty containers.

EVENTS WITH ALCOHOL CHECKLIST

1. All events with alcohol available must first be approved by the appropriate vice president and subsequently registered by the president or his/her designated representative by following the procedures outlined in this policy.
2. An Insured Licensed Vendor must be used to serve alcoholic beverages, unless an Approved Server is used. If requesting a Licensed Vendor other than Western Oregon University Catering, provide a contract with the following:
 - Vendor Name, Address, Phone Number, Email, OLCC License Number & Expiration Date
 - This statement: "*Vendor shall indemnify, defend, and hold harmless the State of Oregon and Western Oregon University, its officers, divisions, agents and employees from all claims, suits or actions of any nature arising out of the activities of the contractor, its officers, subcontractors, agents or employees under this contract.*"
 - A copy of the vendor's worker's compensation insurance and general liability insurance

(including contractual liability). The latter must include a liquor liability endorsement with a coverage limit of at least \$1 million. The liability insurance must be endorsed to name the agency and the State of Oregon as additional insureds.

A certificate of insurance from the vendor to verify all required insurance coverages. Provide the vendor with the following wording to be used by their insurer on the certificate: *"It is agreed that the State of Oregon and Western Oregon University, and their divisions, officers, and employees are Additional Insureds but only with respect to the vendor's activities under this contract."* This needs to be received prior to the event.

3. At any event at which alcohol is served, sufficient quantities of non-alcoholic beverages and food must be available at all times.
4. Advertisements for social events with alcohol shall not promote excessive or underage drinking.
5. The service of alcohol at all on-campus events must stop no later than 10:00 p.m.
6. The social event organizers must properly dispose of any partially filled and empty alcohol containers at the conclusion of the event.
7. Violators of this policy will be subject to university disciplinary actions.

I have read and understand the WOU Possession and Consumption of Alcoholic Beverages Policy. The information I have provided on this form is true and correct to the best of my knowledge. If any rules are not adhered to, the event may be cancelled, and/or alcohol service may be immediately terminated.

I agree to abide by the guidelines and rules of this policy, OLCC regulations, and the laws of the State of Oregon.

Event Contact Person Signature

Date

Approving Vice President Signature

Date

Distribution list for approved form **(to be distributed by the requesting department)**:

- _____ President's Office
- _____ Building Facility Manager
- _____ Catering Office
- _____ Campus Public Safety
- _____ Sponsoring Group's Contact Person
- _____ Approving Vice President