



A Request for Permission to Serve Alcoholic Beverages form must be submitted whenever event organizers plan to serve alcoholic beverages on UO owned or leased property that is not being provided by and served by University Catering. The form and applicable document should be submitted at least 14 business days prior to a planned event. The form is located online at: [safety.uoregon.edu/request-serve-alcohol](https://safety.uoregon.edu/request-serve-alcohol)

## WHY IS IT REQUIRED?

The form provides campus a set of clear guidelines to ensure that all events meet OLCC, state and local regulations regarding alcohol service. In keeping with the educational and cultural mission of the institution, alcohol use 1) will not be the primary purpose for events, 2) will be approved only for events with target audiences that are predominantly over twenty-one years of age, and 3) will not be advertised on campus except as called for in existing contracts with athletic facilities.

## COMPLETING THE FORM

The request form and applicable documents should be submitted no fewer than 14 days before the event. Your submission should include the following documents where applicable:

- The fully signed Request for Permission to Serve Alcoholic Beverages Form
- An approved University of Oregon Catering Waiver; if applicable
- A copy of the catering menu or food order.
- A certificate of insurance from the vendor providing food service if not using UO catering.
- A certificate of insurance from the vendor providing and serving the alcohol. The certificate must indicate host liquor liability and name the University as additional insured.
- If your department will be providing its own servers, please provide a copy of their server permit and a copy of their completed volunteer form.
- Copy of signed Temporary Sales License. If alcohol will be sold or donations collected.
- Events held on campus should include a map indicating event set up. The map must indicated exits and pathways.
- Large events or events with students may be required to submit a risk mitigation plan.

## SUBMITTING THE FORM

The form and associated documents may be emailed to [riskmanagement@uoregon.edu](mailto:riskmanagement@uoregon.edu) or submitted using our webform located here: [safety.uoregon.edu/request-serve-alcohol](https://safety.uoregon.edu/request-serve-alcohol)

