

See page 4 for permit application

The University may allow the sale and/or service and consumption of beer, liquor and/or wine at the programs, seminars, meetings, or workshops of an educational nature that are sponsored by principal administrative officers, deans, or department heads, and at employee on-campus social events; and by non-university groups sponsoring on-campus events appropriate to the University's public service mission.

Events serving and/or selling alcoholic beverages must be approved in advance. All sponsoring organizations must process a University Alcoholic Beverage permit at least two weeks in advance of the event. Arrangements for alcohol sale and/or service must be made through the Events Management Office or the Kilcawley Center Room Reservations Office.

There are two types of regulations governing the service of alcoholic beverages on campus. The location of the event determines which set of regulations govern the event. The two types of alcoholic beverage services are:

- 1. Events held within the liquor permit premise.** The University through its campus dining vendor holds a liquor license which defines the permit premise as the Campus Core; i.e., the areas of campus south of the eastbound Service Road, north of Lincoln Avenue, east of Wick Avenue, and west of Fifth Avenue.* The following buildings are within the permit premise:

Alumni House

Beeghly Center

Coffelt Hall

Cushwa Hall

DeBartolo Hall

Fedor Hall

Jones Hall

Kilcawley Center

(Except the D-1 permit premise at Peaberry's)

Maag Library

Moser Hall

Sweeny Hall

Stambaugh Stadium

(Entire complex & field. Loges on 8th and 9th floors are exempt.)

Tod Hall

Ward Beecher Science Hall

Weller House

Wick House

* Other campus buildings are not within the premise. Ohio law does not currently allow for an individual permit premise to cross a street or highway.

2. Events held outside the defined area of the liquor permit. Areas that are outside the permit premise include:

Anne K. Christman Dining Commons

Bliss Hall

Cafaro House

E.J. Salata Facilities Complex

Lyden House

Materials Management Building

Melnick Medical Museum

John J. McDonough Museum of Art

Meshel Hall

Metro College

Phelps Building

Smith Hall

Williamson Hall

The sale and/or service of any alcoholic beverage on the Youngstown State University campus shall be in accord with all state and local liquor laws and these University regulations.

1) Regulations for service to events within the alcohol license permit premise:

- a) The sale of alcoholic beverages may take place at catered events within the liquor license permit premise held by the campus dining vendor.
- b) Alcoholic beverages must be purchased through the University's campus dining vendor. Alcoholic beverages may be purchased through a cash bar or passed on to event participants through a ticket price or individual charge for the event. In no case can the ticket price/charge include more than two alcoholic beverages per person.
- c) The sponsoring group of an on-campus event at which liquor is to be served must employ all service staff through the University's campus dining vendor.
- d) Non-alcoholic beverage and food must be served at any on-campus event at which beer, liquor and/or wine is served and/or sold.
- e) Beer, liquor, and/or wine may not be purchased with state funds.
- f) Under no circumstances may any alcoholic beverage be permitted to leave the approved area of the event.
- g) No alcoholic beverages may be brought into the permit premise by an individual or group at anytime.
- h) All sale/use of alcoholic beverages on University property will be monitored by and subject to inspection by University officials. Police officers must be present at all times during an event unless determined by the Chief of University Police to be unnecessary.

2) *Regulations for service to events outside the permit premise of the liquor license:*

- a) Events in locations outside the permit premise may have alcoholic beverages served but not sold for private functions. The cost of the alcoholic beverages served cannot be passed on in any manner to individuals attending the event.
- b) Liquor, beer and/or wine to be served at on-campus events outside the permit premise must be delivered in bulk to the campus dining service vendor prior to the event. Any remainder must also be removed in bulk.
- c) The sponsoring group of an on-campus event at which liquor is to be served must employ a bartender and purchase set-ups for drinks through the University's dining service vendor.
- d) Non-alcoholic beverages and food must be served at any on-campus event at which beer, liquor and/or wine is served.
- e) Beer, liquor, and/or wine may not be purchased with state funds.
- f) Under no circumstances may any alcoholic beverage be permitted to leave the approved area of the event.
- g) No alcoholic beverages may be brought into the event by an individual or group when alcoholic beverages are being served.
- h) All sale/use of alcoholic beverages on University property will be monitored by and subject to inspection by University officials. Police officers must be present at all times during an event unless determined by the Chief of University Police to be unnecessary.

Event Host:

Name _____ Phone _____

Address _____
Street City State Zip

Group reserving the room _____

Event Date _____ Beginning Time _____ Ending Time _____

Building/Room No. _____ No. of Guests Expected _____

Room Authorization Signature _____

***Event is within the permit premise**

Alcoholic beverages must be purchased from University Dining Services.

Alcoholic beverages will be purchased from University Dining Services. The cost of the alcoholic beverages may be passed on to event participants.

***Event is outside the permit premise**

Alcoholic beverages must be delivered in bulk to University Dining Services.

Alcoholic beverages **may not** be sold or included in charges that are passed on to event participants in any manner (e.g. the cost of a ticket or meal for the event).

How are the costs for the alcoholic beverages to be managed?

I have read and understood the alcoholic beverage service regulations of Youngstown State University and I accept the responsibility for abiding by provisions of the Ohio Revised Code, particularly as they relate to the age of those served, the source of the alcoholic beverages, the sale of alcoholic beverages, and other applicable statutes. In addition, I agree to purchase all the alcoholic beverages from University Dining Services or deliver in bulk all alcoholic beverages to them as determined by event location.

Signature of Applicant _____ Date _____

Relation to Sponsoring Group _____ Event _____

Reviewed by _____ Event within permit premise Yes No

Adheres to policy Yes No

Approved Rejected

Authorized Signature _____ Date _____

*An approved copy must be presented to the Kilcauley Center Room Reservations Office or University Events Management Office at least two weeks prior to the event.