

Procedure for Requesting Permission to Use College Resources for an Event Where Alcohol Will Be Served

If you wish to serve alcohol at a college event in a non-permanently licensed campus site, you must obtain prior college approval in order to use college resources in this manner. To arrange for such approval, you must submit a request to the Office of the President at least three weeks before the event. Considerations for all events are the benefits to the college, required permits, insurance, potential liability and managing the risks. Requests for shared events (COTC and Ohio State Newark) must be approved by the COTC president and the Ohio State Newark dean and director. Shared events should be processed through Ohio State.

Benefits: All events occurring on the college campus should intend a positive benefit to the college, its personnel and/or students. Work with the event host to identify this benefit. If an event will yield no benefit to the college, its personnel or students, then the use of college resources for the same is not fiscally responsible. Please clearly describe the intended benefits on the Request Form.

Liquor Privileges: If college approval is obtained, you may still need to contact the Ohio Division of Liquor Control (ODLC) for approval to serve or furnish beer, wine and/or liquor at the event, as it is the only entity that can approve liquor privileges. For more information about the types of liquor privileges that may be available, please consult the ODLC's website at <http://com.ohio.gov/liqr/>. While no liquor permit is required for a "private party" where attendees are only invited guests, and no fee is collected or charged for attendance to the event or for the alcohol, a liquor permit is required if a qualified organization intends to provide beer, wine, mixed beverages, and/or liquor either for sale by the drink or through the use of a cash bar, or another fee that will gain entrance into the event (e.g. entrance fees, cover charges, seminar fees, tickets, door charges, donations, raffles and silent auctions or any other similar charges are required of attendees to attend the event). If you need a liquor permit for your event, ODLC's approval may take significantly longer. For example, a year permit takes at least two months to obtain, and a temporary permit takes an average of 30 days. The Facilities Office will assist you in the liquor permit application process, but to ensure sufficient time to complete it, you should **submit your request at least eight weeks before the event.**

Insurance, Liability and Risks: Evaluation will include a review of insurance coverages to assure that bodily injury and property damage, which may occur at any such event, is properly covered by insurance. When liquor is being served or furnished, there is an additional consideration about whether liquor liability insurance is needed to be obtained by the college or the host of any such event. Consideration of whether security resources would be helpful at the event is required. Additionally, host agreements to indemnify the College in the event damages arise because of alcohol was at the event may be necessary.

Requests to serve alcohol must be in accordance with the College Expenditure Policy. The policy requires prior approval of the president and use of available discretionary funds.

Application Procedure: In order to obtain approval, the requesting department must submit an Authorization to Serve Alcohol Request Form to the Office of the President, along with an approval from the Vice President, Dean, or equivalent administrator. Events hosted by cost-shared offices must also be approved by the dean and director of Ohio State Newark. Please send a copy of the signed form to Tomlinson.88@mail.cotc.edu. No additional cover letter is necessary, as long as all information requested is provided. The request form requires the following information:

- ① **Venue Information:** The Building name/room number and address. If the event is off campus, please provide the name of the venue and address; and
- ② **Date and time of the event.** Time during the event in which alcohol will be served. Alcohol is not to be served the last 30 minutes of any event. 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; a description of the purpose of the event (e.g., alumni reception, faculty-student mixer, going-away reception, etc.); a list of the kinds of alcohol you propose to serve (beer, wine, liquor) and who will be serving the alcohol; where the alcohol will be purchased and by whom it will be purchased; and
- ③ **In accordance with our internal liability insurance reimbursement protocols,** during any loss incident that involves the purchase of, sale, or serving of alcohol, an additional assessment may be made against the unit that is responsible for the loss. Responsibility assessment will include whether best practices were followed when hosting an event. Although not required, it is a recommended best practice that the unit utilizes a wristband system instead of tickets in order to effectively control the amount of alcohol served. Please offer an explanation of how non-attendees will be prohibited from entering the event (e.g., fenced off, usher at doorway, use of wristbands, etc.); an explanation of how attendees will be checked, before being served, to determine that they are of legal drinking age; and
- ④ **A statement as to whether any fees (please see definition above) will be collected in connection with the event and, if so, for what (e.g., alcohol, food, admission or cover charge, etc.); and**
- ⑤ **Confirmation of the types of insurance coverages that will cover the premises, event and/or will be obtained for the event; including whether the college is a named insured or an additional insured on such policies; whether the premises are being leased from the college for the event and if so, the terms of the lease; whether the host has signed an Indemnification Agreement to the benefit of the College; and security considerations or arrangement for the event (assistance with security questions/arrangements can be obtained from the Department of Public Safety at 740-366-9237; and**
- ⑥ **The signature, name and title of the Vice President, Dean or equivalent administrator who has approved this request; and**
- ⑦ **Host warranty that it will obtain a liquor permit if required by ODLC, that it will obtain and maintain necessary insurance coverage for the event and that it will indemnify, defend and hold harmless the college, its employees, representatives, students and agents against any and all costs and expenses, losses and damages arising from or related to the sale or furnishing of beer, wine, mixed beverages and liquor at the event.**

The request will be reviewed by the Office of the President when all the required information is complete. If no temporary permit seems to be required, the Office of the President will determine if the request will be approved and will notify you. If it appears a temporary permit is necessary, the Facilities Office will help the College Department applicant select the appropriate type of permit and forward it to the Department of Public Safety for signature. Send only a copy of the permit itself - **DO NOT SEND ANY CHECKS TO THE OFFICE OF BUSINESS AND FINANCE.** You may retain the original permit during this process; College signatures are only required on one page of the permit application. Once the signature page has been signed by both the Facilities Office and the Department of Public Safety, we will return the completed signature page to you for filing with the ODLC. **The host of the event is responsible for obtaining a liquor permit if required, and for submitting the permit application, supporting documents and filing/permit fees to the ODLC.** By proceeding with an event, the host warrants that he/she/it has fully investigated whether a liquor permit was required, and if required, was secured prior to the event, and that he/she/it (if a person or entity that is not a public person/entity) will indemnify the College from all losses, claims, demands, citations, damages, judgments and actions relating to or arising from the sale or furnishing of alcohol at the event.

Commonly Used Temporary Alcohol Permits and Applications: If it is determined that your special event requires a temporary alcohol permit, you will need to submit a permit application to the Ohio Division of Liquor Control (ODLC).

The following are the most used permits on our campus:

- **F Permit:** May be issued to any association of ten or more persons, labor union, charitable organizations, or to an employer of ten or more persons sponsoring a function for its employees to sell **BEER ONLY**. An "F" permit is effective for not more than five (5) days for the sale of BEER ONLY until 1:00am. No more than two (2) "F" permits may be issued to the same applicant in any thirty (30) day period.
- **F-2 Permit:** For a function sponsored by a nonprofit organization organized for a charitable, cultural, fraternal or educational purpose, to sell beer, wine, mixed beverages and spirituous liquor by the drink, at a place where the sale of beer, wine, mixed beverages, and spirituous liquor on that day is otherwise permitted by law. An "F-2" permit is effective for not more than forty-eight (48) consecutive hours, and no sales can be made after 1:00am. No more than one "F-2" permit can be issued to the same applicant in a thirty (30) day period.
- **F-6 Permit:** May be issued to a nonprofit organization that is exempt from federal income taxation under the "Internal Revenue Code of 1986," 100 stat 208526 U.S.C.A 501 (c)(3), as amended, to sell wine at an event organized and conducted by, and for the benefit of, the nonprofit organization. No F6 permit shall be effective for more than seventy-two consecutive hours, and sales of wine under the permit shall be confined to the same hours permitted to the holder of a D-2 permit. The Division shall not issue more than six F-6 permits per calendar year to the same nonprofit organization.

Authorization to Serve Alcohol Request Form

Please send a completed form, and temporary permit application, if required, to the Office of the President at: Tomlinson.88@mail.cotc.edu. If you have additional questions, please call at 740-364-9510.

Contact Information

Name: _____ Title: _____
Phone: _____ Email: _____
Department: _____

Venue Information ①

Building Name: _____ Location in Building: _____
Building Address: _____

Event Information ②

Date: _____ Begin Time: _____ End Time: _____
Hours when alcohol will be served (must list exact time): _____
Alcohol served: Beer Wine Liquor
of Attendees: _____ Faculty Staff Other (describe) _____
Entity/person purchasing alcohol: _____
Entity/person serving alcohol: _____

Serving entity/person must warrant that they will operate in compliance with the law, including but not limited, to all laws pertaining to the sale and furnishing of alcohol.

Tent used: Yes No Permit Received (If yes, please explain)

Purpose and Description of Event:

Security Measures: ③

Fees Charged: ④ Yes No (If yes, please explain)

Name: _____

Event Date: _____

Insurance, Liability and Risk 5

Types of insurance coverages that will cover the premises, event and/or will be obtained for the event:

Is the College a named insured or an additional insured on such policies Yes No Are the premises used for the event leased from the College? Yes No
If so, what are the terms of the lease?

Internal Approval 6

Signature:
Printed Name:
Title:
Date:

Signature:
Printed Name: **John M. Berry, Ph.D.**
Title: **President**
Date:

Requests to serve alcohol must be in accordance with the College Expenditure Policy found at and the Alcohol and Other Drugs policy found at <http://www.cotc.edu/Discover/Pages/College-Policies.aspx>. The policy requires prior approval of the appropriate Vice President, Dean or equivalent administrator and use of available discretionary funds. Shared events (COTC and Ohio State Newark) should be processed through Ohio State and require the approval of both the COTC president and the Ohio State Newark dean and director.

Host Warranty: 7 By signing below, the non-public person or entity hereby represents and warrants all of the below on this date and continuing through the event:

- It is of sound mind, duly authorized and legally able to fulfill the warrants hereby provided.
- It has or will obtain prior written College permission to use campus facilities/locations for the intended event.
- It has or will obtain liquor privileges from ODLC, if required for the intended event, prior to the event and prior to selling or furnishing alcohol at the event, and it will provide the College with a copy of all such liquor permit upon request.
- It will comply with all applicable laws, including but not limited to those pertaining to permitting, purchase of alcohol, sale and furnishing of alcohol, keeping all alcohol in designated areas, operating under a liquor permit and the sales tax reporting and filing requirements.
- It has or will obtain and continue through the event liquor liability insurance in an amount of not less than \$1,000,000, and to name Central Ohio Technical College as an additional insured on such policies as it relates to the event.
- It agrees to defend, indemnify and hold harmless Central Ohio Technical College and its trustees, administrators, officers, employees, representatives and agents from any and all claims, damages, losses, demands, actions, causes of actions, judgments, citations, violations, and any other costs or expenses arising from and related to the sale or furnishing of alcohol at the intended event, breach of any of host's warranties and/or representations, and violations of applicable laws.

Host Signature:
Host Printed Name:
Host Title:
Date: