



**Request for Permission to Serve/Consume  
Alcoholic Beverages at the  
Ohio Agricultural Research and Development Center**

Event Information

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Approx. Attendance: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Campus Representative\* \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of people attending event (e.g. faculty, staff, etc): \_\_\_\_\_

\_\_\_\_\_

Description of the purpose of the event (e.g. alumni reception, faculty-student mixer, welcoming or going away reception, seminar speaker mixer, awards dinner, etc.):

\_\_\_\_\_

Alcohol Information

Types of alcohol you propose to serve (beer or wine only): \_\_\_\_\_

How will non-attendees be prohibited from entering the event: \_\_\_\_\_

\_\_\_\_\_

How will attendees be checked before being served, to determine that they are of legal

drinking age: \_\_\_\_\_

Will any money be collected in connection with this event and if so, for what (food,

admission, etc.): \_\_\_\_\_

## Restrictions

- Only adults 21 years or older may be served alcoholic beverages.
- No cover charge or sales of alcoholic beverages are permitted.
- Only beer and wine may be served.
- Permission to serve alcoholic beverages will not be granted during working hours (8 AM – 5 PM).
- The removal of all beverage containers is the responsibility of the campus representative making the request.

## A Message from the University

The university values and encourages an alcohol-free environment, but recognizes that alcoholic beverages may be available at some campus activities. Such activities are consistent with the university's cultural values when they foster moderation and safety in alcohol consumption. **Underage drinking and excessive consumption are not acceptable and will not be condoned or tolerated.**

## Signatures

\_\_\_\_\_  
Signature of Campus Representative\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus Address

\_\_\_\_\_  
Phone

\* The Campus representative must be a current or retired employee of OSU/OARDC, USDA or affiliates of these groups housed on the Wooster or Columbus campus.  
The representative **must be present** during the event and is responsible for enforcing all restrictions.

\_\_\_\_\_  
Signature of OARDC Director's  
Office Representative

\_\_\_\_\_  
Date

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

A copy of this form will be sent to the Campus Representative, the OSU Police and Fisher Auditorium once all signatures are acquired. Original will be retained in the Director's Office.