

Lewis & Clark
Alcohol Use Approval Form

In compliance with state and federal laws including the Drug-Free and Communities Act and the Drug-Free Workplace Act, Lewis & Clark prohibits the service of alcohol to, or the consumption by, any person who is under the age of 21 or intoxicated. Alcohol must be served by qualified catering employees, or OLCC licensed servers who may terminate alcohol beverage service at any time. Beverage service consists of wine, beer, and champagne only. Identification will be checked for all guests who appear to be under 26 years of age.

The following information is being gathered to ensure compliance with Lewis & Clark's *Alcohol and Other Drugs Policy* and *Oregon Liquor Control Commission* regulations. Information regarding Lewis & Clark's *Alcohol and Other Drugs Policy* is available upon request. If you have questions about OLCC license requirements, contact: *Michael Ford, Associate Vice President for Campus Life, Office of the Provost, 0615 SW Palatine Hill Road, MSC 37, Portland, OR 97219-7899*
E-mail: *mford@lclark.edu* Phone: (503) 768-7216 Fax: (503) 768-7205

Applicant Information

Organization/Sponsor: _____

Address: _____

Phone #: _____ Fax #: _____

Event Information

Event: _____ Date of Event: _____

Opening Hour: _____ A.M./P.M. Closing Hour: _____ A.M./P.M.

Location: _____ Reservation ID# (See Room Confirmation Email): _____

Estimated Attendance: _____ Over 21: _____ Guests Under 21: _____

Distribution of Alcohol at the Event — *Bon Appétit or Other OLCC Licensed Server Required*

- Lewis & Clark does not have a liquor license.
- Bon Appétit's catering license includes OLCC pre-approval to serve alcohol beverages with food.
- If you do not use Bon Appétit for your catering, you may be required to secure a special events license through OLCC at least 10 days prior to your event.
- Alcohol must be served by an OLCC licensed server.
- Bon Appétit may not provide OLCC licensed servers for events it does not cater.

Your Event Will Be: Hosted Not Hosted (Purchase at Event)

Type and Amount of Alcohol to be Served: _____

Type and Amount of Non-Alcoholic Beverages to be Served: _____

Food Provider: Bon Appétit
 Other (attach the *Food Service Waiver Form*): _____

OLCC Licensed Server: Bon Appétit Server(s)
Name of Other OLCC Licensed Server(s): _____

Beverage Provider: Bon Appétit Event Sponsor

Method of Identifying and Serving Those of Legal Age: _____

Means of Controlling Access to Alcoholic Beverages*: _____

* Should you need assistance with problem drinkers, contact Campus Safety at (503) 768-7777.

The Applicant, hereby warrants and confirms that the information contained within, to the best of his/her knowledge, is true and correct, and further certifies that he/she has read all of the questions and answers of this application.

The Applicant understands and agrees that the completion of this application shall not be binding until accepted by the Office of the Provost.

Date: _____
SIGNATURE: Applicant

Date: _____
SIGNATURE: Authorized Lewis & Clark Representative
(Dean/Associate Dean, Law School; Dean/Associate Dean, Grad School; Associate Vice President for Campus Life; Dean of Students; Director of Campus Events)

Date: _____
PRINTED NAME: Applicant

Date: _____
PRINTED NAME: Lewis & Clark Representative

Day: () _____ Eve: () _____
DAY & EVENING PHONE NUMBERS

() _____
OFFICE PHONE NUMBER

() _____
FAX NUMBER

() _____
OFFICE FAX NUMBER

COMPLETED BY OFFICE OF THE PROVOST

Final Determination: Approved by: _____ Denied by: _____

Comments: _____

- | | | |
|---------------|----------------------------------|--|
| cc: Applicant | <input type="checkbox"/> By Mail | <input type="checkbox"/> By Fax |
| Bon Appétit | <input type="checkbox"/> MSC 181 | <input type="checkbox"/> By Fax: x7899 |
| Campus Events | <input type="checkbox"/> MSC 105 | <input type="checkbox"/> By Fax: x7106 |
| Campus Safety | <input type="checkbox"/> MSC 107 | <input type="checkbox"/> By Fax: x7863 |