

**Standards for Alcohol Service on the University of Oregon Campus**  
**Standards must be read and complied with by event hosts**

The Alcohol Policy Group has established the following minimum service standards for all campus events.

The standards were identified as workable and most likely to address the areas where the risk of underage use and general over-indulgence may be the most probable.

Please note that the use of kegs (and other large containers serving as a common source of alcohol) presents special challenges for groups in terms of limiting drinks per person, insuring the safety of those in attendance, and insuring that only those age twenty-one and older have access to alcohol. Because of this, a special requirement for licensed servers is required at any event on campus in which kegs/punch bowls, etc. are used.

**The following are minimum standards for alcohol service on campus:**

- 1. Licensed servers are required if a keg or punchbowl is used. Additional OLCC requirements must be met for events that are open to the public or have any exchange of money.**
- 2. An individual from the sponsoring department must be present at the event and is responsible for working with the licensed server to insure that all state laws are followed. If a keg is not present, this individual is the single responsible university official at the event. Due to this responsibility, it is advised that this individual not drink before or during the event.**
- 3. Food must be served during any event where alcohol is served, whether or not a keg is used. The food should be more substantial than salty snacks.**

**The following strategies will insure that these standards will be effectively implemented:**

- A. Applicants for the special use permit will be required to obtain licensed servers. If the applicant does not know of a server, a list of resources will be provided. The applications will be available in the Office of the Vice President for Administration. University Scheduling will notify those using campus spaces of these requirements.
- B. To insure that all applicants (whether for a keg or for other alcohol use) understand the responsibilities of the sponsoring department and designated individual, the request form will:
  - Clarify the responsibility of the sponsoring department.
  - Require the requesting individual to sign a statement indicating that s/he has read, understood, and agreed to carry out the campus policy. A copy of this signed statement will be kept by the Office of the Vice President for Administration and a duplicate is provided as a reminder to the signor.
  - Include a reminder that the Student Conduct Code covers alcohol use and identify the procedure for contacting DPS regarding disturbances or conduct violations.
- C. Sponsors of events will be provided with an information sheet addressing the role of “responsible hosts.” This sheet will include general information on ordering food and drink for events, suggestions on crowd/drink control, and procedures for handling unruly or problem situations (including campus contacts for DPS and Student Conduct).
- D. To insure that the campus emergency contacts are aware of all events where alcohol is being served, copies of the approved use permit forms will be forwarded to the Department of Public Safety.