

Approving the Service of Alcohol at Outdoor Events

1. Outdoor events involving alcohol will be hosted only in enclosed courtyards. This is consistent with Oregon Liquor Control Commission and Housing Catering monitoring regulations and needs. Exceptions to this guideline may be made only on an extremely limited, case-by-case basis.
2. Outdoor events involving alcohol require a space reservation through University Scheduling and additional approval from the Vice President for Administration. Organizers must first apply for and reserve the outdoor space through University Scheduling. After the space is reserved, requests for outdoor events involving alcohol are forwarded to the Vice President for Administration for approval. If the space requested is managed by the Department of Intercollegiate Athletics, organizers need to contact the Athletic Department's Director of Food Services and comply with the department's guidelines and regulations.
3. The Vice President for Administration will consider the following in determining approval of a request to hold an outdoor event involving alcohol: 1) who the target group/audiences for the event are and how the event is marketed; 2) whether the event is to occur at a place or time where/when underage students are present or are expected to be present, including high traffic times and areas; and 3) the degree to which the event compliments or runs contrary to the university's educational mission and substance abuse prevention efforts. During the academic year, no student residential areas will be used for outdoor events involving alcohol. If the event is approved, the appropriate campus offices will be notified (ex., EMU, Housing, Public Safety).
4. If the request is approved, event organizers will meet with Housing Catering to determine food, servers, security, fencing, and other requirements and costs. All outdoor events must be catered and fenced. Special permission must be obtained from the Office of the Vice President for Student Affairs to have a caterer other than Housing Catering serve the on-campus event.
5. Housing Catering will notify the OLCC of all outdoor events involving alcohol.