



ALCOHOL AUTHORIZATION FORM

If you plan to service alcoholic beverages (beer, wine, or champagne only) at your event, you must complete this form and submit it with your Facilities Use Agreement.

1. Oregon Liquor Control Commission (OLCC) licensed servers are required for distribution of alcoholic beverages at event on Rogue Community College campuses.
2. Alcoholic beverages may consist of wine, beer and champagne only and must be served by an OLCC licensed server. The licensed OLCC server may terminate alcohol served at any time.
3. Non-alcoholic beverages (including, but not exclusively, water) and at least two types of substantial food must be available at all times in all locations where alcohol is consumed or sold. Providing high-protein, low-salt food is encouraged.
4. If payment/purchase of alcoholic beverages is required, or if donations of money are accepted for alcohol or for entry/admission, or for any product or service, a *Temporary Sales License (TSL)* from the OLCC may be needed. In this case the Applicant must obtain the TSL well in advance of the proposed event (the OLCC typically requires a minimum of 10 business days to process *Temporary Sales License* applications).
5. Be sure to complete all items below.
6. Rogue Community College does not provide OLCC licensed servers for events.
7. Identification shall be checked for all guests who appear to be under 26 years of age.
8. RCC may require additional security, at the Applicant's expense, for events in which alcohol will be served when deemed necessary by RCC Risk Management. Security services must be contracted with the college's current contract security provider through RCC Risk Management.

Organization hosting event: _____

Applicant Name/Individual Responsible for Event: _____

Event Title: _____

Event Location (which campus): _____

Event Date: _____ Hours of Event: _____

Type of Event (meeting, meal, reception, auction, etc.): _____

Estimated Total Attendance: _____ Estimated percentage over 21 years of age: _____

Plans for Event: (check all that apply)

- ☐ Hosted: providing alcohol free of charge at event
- ☐ Not-Hosted: providing alcohol with ticket sale or some other required payment
- ☐ Accepting donations of food, beverage products or service where alcohol is served
- ☐ Selling alcohol for consumption at event
- ☐ Selling raffle tickets with alcohol as a raffle prize
- ☐ Auction with alcohol as auction item
- ☐ Other

Type(s) of alcohol to be served (beer, wine, champagne only, check all that apply)

- ☐ Beer
- ☐ Wine
- ☐ Champagne

Amount of alcohol planned to have at Event: _____

Type and amount of non-alcoholic beverages planned at Event (required): _____

Type and amount of food to be served at Event (required): _____

Food Provider: _____

Alcoholic Beverage Provider: _____ or

OLCC Licensed Server(s): _____

Method of ID/serving those of legal age (wrist band, stamp, etc.): _____

Means of controlling access to alcoholic beverages: _____

Comments, questions or special needs (if any): _____

Applicant understands and agrees that the completion and submission of this application is not binding until accepted by the designated official at RCC. In addition, if approved for serving alcohol, I understand and agree that I will provide RCC proof of insurance listing coverages outlined in Facility Use Agreement, and that must state specifically that it covers the serving of alcohol. Applicant further understands that if security is required for the serving of alcohol at an event, payment for security will be made prior to the event reservation being confirmed.

Applicant Signature: _____ **Date:** _____

BELOW FOR RCC INTERNAL APPROVALS

RCC RISK MANAGEMENT:

Will additional security be required for this event? ☐ Yes ☐ No

If required, cost of security for hours listed on Facility Use Agreement: \$ _____

If event goes past hours listed, cost per hour for additional time: \$ _____

Director of Risk Mgmt./Designee Signature: _____ **Date:** _____

RCC PRESIDENT:

RCC President/Designee Signature: _____ **Date:** _____