



The University may allow the sale and/or service and consumption of beer and/or wine at the programs, seminars, meetings, or workshops of an educational nature that are sponsored by principal administrative officers, deans, or department heads, and at employee on-campus social events; and by non-university groups sponsoring on-campus events appropriate to the University's public service mission.

Events serving and/or selling alcoholic beverages must be approved in advance. All sponsoring organizations must process a University Alcoholic Beverage permit at least two weeks in advance of the event. Arrangements for alcohol sale and/or service must be made through the University Events Office or the Kilcawley Center Room Reservations Office.

The sale and/or service of any alcoholic beverage on the Youngstown State University campus shall be in accord with all state and local liquor laws and these University regulations.

There are two types of regulations governing the service of alcoholic beverages on campus. The location of the event determines which set of regulations govern the event. The two types of alcoholic beverage services are:

**A. Events held within the liquor permit premise.** The University through its campus dining vendor holds a liquor license which defines the permit premise as the Campus Core (i.e., the areas of campus south of the eastbound Service Road, north of Lincoln Avenue, east of Wick Avenue, and west of Fifth Avenue.\*) The following buildings are within the permit premise:

- Andrews Student Recreation and Wellness Center
- Coffelt Hall
- Cushwa Hall
- DeBartolo Hall
- Fedor Hall
- Fok Hall
- Jones Hall
- Kilcawley Center
- Maag Library
- Moser Hall
- Sweeney Hall
- TodHall
- Ward Beecher Science Hall
- Weller House
- Wick House

\* Other campus buildings are not within the premise. Ohio law does not currently allow for an individual permit premise to cross a street or highway.

**1) Regulations for service to events within the alcohol license permit premise:**

- a) The sale of alcoholic beverages may take place at catered events within the liquor license permit premise held by the campus dining vendor.
- b) Alcoholic beverages must be purchased through the University's campus dining vendor. Alcoholic beverages may be purchased through a cash bar or passed on to event participants through a ticket price or individual charge for the event. In no case can the ticket price/charge include more than two alcoholic beverages per person.
- c) The sponsoring group of an on-campus event at which liquor is to be served must employ all service staff through the University's campus dining vendor.
- d) Non-alcoholic beverage and food must be served at any on-campus event at which beer, liquor and/or wine is served and/or sold.
- e) Beer, liquor, and/or wine may not be purchased with state funds.
- f) Under no circumstances may any alcoholic beverage be permitted to leave the approved area of the event.
- g) No alcoholic beverages may be brought into the permit premise by an individual or group at any time.
- h) All sale/use of alcoholic beverages on University property will be monitored by and subject to inspection by University officials. Police officers must be present at all times during an event unless determined by the Chief of University Police to be unnecessary.

**B. Events held outside the defined area of the liquor permit.** Events in these areas must get an F (Beer only) or F2 (Beer & Wine) State Temporary Permit if there are alcohol sales, tickets purchased, or any other type of implied funds to attend the event (membership fees, donations, etc.) Please see [www.com.ohio.gov/liqr/](http://www.com.ohio.gov/liqr/) under Licensing, then click "Special Events" for application forms. Areas that are outside the permit premise include:

Beeghly Physical Education Center  
Beeghly Hall  
Bliss Hall  
Cafaro Hall  
Cafaro House  
Anne K. Christman Dining Commons  
Kohli Hall  
Lincoln Building  
Lyden House  
Melnick Hall  
John J. McDonough Museum of Art  
Meshel Hall  
E.J. Salata Facilities Complex  
Silvestri Hall  
Stambaugh Stadium (Entire complex & field) (Loges on 8th and 9th floors are exempt.)  
Veterans Resource Center  
WATTS Center  
Williamson Hall  
Youngstown Historical Center of Industry and Labor (Steel Museum)  
YSU Barnes & Noble Bookstore

***1) Regulations for service to events outside the permit premise of the liquor license:***

- a) Events in locations outside the permit premise may have alcoholic beverages served but not sold for private functions. The cost of the alcoholic beverages served cannot be passed on in any manner to individuals attending the event.
- b) Liquor, beer and/or wine to be served at on-campus events outside the permit premise must be delivered in bulk to the location of the event prior to the event. Any remainder must also be removed in bulk.
- c) The sponsoring group of an on-campus event at which liquor is to be served must employ a qualified bartender.
- d) Non-alcoholic beverages and food must be served at any on-campus event at which beer, liquor and/or wine is served.
- e) Beer, liquor, and/or wine may not be purchased with state funds.
- f) Under no circumstances may any alcoholic beverage be permitted to leave the approved area of the event.
- g) No alcoholic beverages may be brought into the event by an individual or group when alcoholic beverages are being served.
- h) All sale/use of alcoholic beverages on University property will be monitored by and subject to inspection by University officials. Police officers must be present at all times during an event unless determined by the Chief of University Police to be unnecessary.



# Alcoholic Beverage Service Permit Application

Event Host:  
Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Group reserving the room \_\_\_\_\_

Event Date \_\_\_\_\_ Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Building/Room No. \_\_\_\_\_ No. of Guests Expected \_\_\_\_\_

Room Authorization Signature \_\_\_\_\_

**Event is within the permit premise (please see page 1 for areas)**  
*Alcoholic beverages must be purchased from University Dining Services.*  
 Alcoholic beverages will be purchased from University Dining Services. The cost of the alcoholic beverages may be passed on to event participants.

**Event is outside the permit premise (please see page 2 for areas); Please note that an F or an F2 permit is required for any alcohol sales**  
*Alcoholic beverages must be delivered in bulk to the location of the event, and removed afterwards.*  
 Without an F permit, please note that alcoholic beverages **may not** be sold or included in charges that are passed on to event participants in any manner (e.g. the cost of a ticket or meal for the event).  
 How are the costs for the alcoholic beverages to be managed?  
 \_\_\_\_\_

I have read and understood the alcoholic beverage service regulations of Youngstown State University and I accept the responsibility for abiding by provisions of the Ohio Revised Code, particularly as they relate to the age of those served, the source of the alcoholic beverages, the sale of alcoholic beverages, and other applicable statutes. In addition, I agree to purchase all the alcoholic beverages from University Dining Services or deliver in bulk all alcoholic beverages to the location of the event as determined by event location.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Relation to Sponsoring Group \_\_\_\_\_ Event \_\_\_\_\_

Reviewed by _____	Event within permit premise	Yes	No
	Adheres to policy	Yes	No

Approved     Rejected

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

\*A signed copy of this form must be presented to the Office of University Events or Kilcawley Center Room Reservations Office at least two weeks prior to the event.

***Distribution: Kilcawley Reservations/University Events, University Dining Services, YSU Police***