

**CASE WESTERN RESERVE UNIVERSITY
ALCOHOL USE REPORT**

*This completed form must be on file in the University Office of Student Affairs
three (3) business days prior to any event at which alcohol is served
PLEASE NOTE: A COPY OF THIS FORM MUST BE POSTED AT YOUR EVENT*

Organization Sponsoring Event:.....

Name of event:..... M-T-W-Th-F-Sa-S
Date:..... (Circle day of event) Event Begins:
Event Ends:
Bar Closes*:.....

Location:.....

Type and duration of entertainment:.....

Total Attendance:..... No. of legal drinkers expected:

Money on Premises? Yes No Is there an admission charge or charge for beverages? Yes No

If there is a charge, have you applied for a State of Ohio permit? F Permit processed F-2 Permit processed

Quantity/Kind of alcohol:.....
(formula for number of servings = number of legal drinkers in attendance X hours of event)

Quantity/Kind of alternate beverage:.....

Quantity/Kind of food:.....

Who is responsible for checking IDs?.....

What security arrangements will be provided?.....
(security arrangements w/ Case Police must be made a minimum of 3 business days prior to event)

How will the event be advertised? Copies of text are required.....

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On behalf of I have read and assume the responsibility for assuring
(organization/host)
compliance with the Case Student Alcohol Guidelines and will abstain from drinking during the event to ensure
compliance with the Guidelines.

Student Coordinator signature: _____ E-mail: _____ Date:.....

Organization Officer signature: _____ E-mail: _____ Date:.....

OFFICE USE ONLY: I have reviewed this Report and determined that it meets Case Student Alcohol Guidelines.

Housing/Greek Life/Thwing/Grad. School. Representative: _____ E-mail: _____ Date:.....

Case Office of Student Affairs Representative: _____ E-mail: _____ Date:.....

DISTRIBUTION: University Office of Student Affairs
Thwing/Housing/School/Department
Security Personnel
Organization Sponsoring Event **(TO BE POSTED AT THE EVENT)**

* The state of Ohio requires the bar closing 1/2 hour before the conclusion of the party.