executed between the organization and DCS. The organization is responsible for all associated direct costs. A 50% reduction for CSU approved facility costs will be given; however, if an admission fee is charged for the program, 100% of the CSU approved facility costs shall be paid. Defined costs may not be “waived” or arbitrarily reduced by a University organization.

VII. ADVERTISING AND PROMOTION
Promotion and advertising literature of either internal or external programs must be approved by the University’s Department of Marketing and Public Affairs prior to publication. The organization may not use the University name, seal, logo or other University identification in advertising or promotional literature that states or implies such sanction or sponsorship of the event, except to list the location of the program, without CSU’s Department of Marketing and Public Affairs’ written consent.

VIII. ALCOHOL ON CAMPUS
Alcohol beverages are considered an amenity for a social or business occasion and never the purpose or focus of the occasion to maintain an on-campus environment that is conducive to intellectual, emotional, and social growth for all members of the community. The University’s intention through these policies is to list the consequences attributed to irresponsible or illegal usage of alcohol on campus.

A. In accordance with the State of Ohio Division of Liquor Control, a permit is required if a qualified organization intends to provide beer, wine, or spirituous liquor for sale by the drink or through the use of an entrance fee, cover charge, or similar consideration.

B. No permit is required if an organization restricts access to only invited guests at a private function and intends to provide beer, wine, or spirituous liquor for which no alcoholic beverages are sold and no entrance fee, cover charge, or similar consideration is assessed.

C. Temporary permits authorizing alcoholic beverage sales are available only to non-profit organizations for use at special events. Requests should be forwarded to the Ohio Department of Liquor Control at least 20 days prior to the event, and cost $75.00 per request. The approved Temporary Liquor Permit must be on display at the site where the alcoholic beverages are served. Conference Services, University Police Department, nor Dining Services, is equipped to supply Permit Applications. Applications for Temporary Permit(s) for alcohol may be obtained through the Division of Liquor Control at:

Ohio Department of Commerce
Division of Liquor Control
6606 Tussing Road, P.O. Box 4005
Reynoldsburg, Ohio 43068-9005
(614) 644-2453
http://www.state.oh.us/com/liquor/liquor12c.htm

D. Facility requests for events serving alcoholic beverages
The University Host sponsors MUST reserve facilities [30] thirty days in advance in accordance with the existing University policies and procedures when alcoholic beverages are intended to be present. When alcoholic beverages are intended to be present, the University Host will contact Conference Services to determine the nature of the event and establish if a Temporary Liquor Permit is required. When alcohol is intended to be present the University Police will make the determination if alcohol can be served or sold.

E. Dining Services’ Procedures
After facility approval by the DCS, the University Host will contact Dining Services to discuss catering needs and the processes to purchase and/or
serve any alcoholic beverages.

F. Service
Alcoholic beverages may be served only to persons of legal age in accordance with current State of Ohio liquor enforcement laws. Neither the dining service provider providing the catering services nor CSU will receive any profit from the service of alcoholic beverages. The sole responsibility for properly identifying the age of the person before he or she is served any alcoholic beverages rests with the University Host, if any; otherwise with the external organization.

G. Purchase of alcoholic beverages
It is preferred that the event sponsor purchases the alcoholic beverages and delivers them to the site of the catered function. If the University Host requests Dining Services to purchase the alcoholic beverages, they will reimburse Dining Services for the EXACT amount of the purchase when payment for the catering is due.

H. Miscellaneous
1. University Police will be present at all events where alcohol is served. The ultimate responsibility for the event, and for all liability for any personal injury or property damage resulting from the event, rests with the University Host, if any, otherwise with the external organization.
2. University Police have ultimate authority at their discretion to shut down any unauthorized event, and/or any event that has not fulfilled necessary requirements, or any event where safety and/or security is threatened.
3. At events where alcohol is provided, food and non-alcoholic beverages MUST also be available.
4. University Police shall solely determine and control security arrangements including, but not limited to, the type, placement and use of security personnel, at the organization’s cost.
5. Student Organizations must adhere to all additional liquor policies as listed in the CSU Student Handbook.

IX. AMPLIFIED SOUND
Recognized CSU organizations may request to schedule an amplified sound event by submitting a Facilities Reservation Form to Conference Services ten [10] days prior to the event. Offices located in UC will be notified of sound events via a memo from Conference Services. Outdoor events will be announced via campus mass mail.

**UC Atrium scheduling of amplified sound is limited to:**
- Monday through Friday: 11:30 am - 1:30 pm; and after 4 pm
- Tuesday and Thursday: 11:45 am – 1:15 pm
- Friday: After 1:30 pm

Each location is limited to one amplified sound event per week.

Exceptions may be granted during Welcome Week and Spring Fest. Sound events not occurring during these two weeks are subject to approval by the Dean of Student Life. Sound levels are to remain compliant with and are not to exceed occupational noise standards set forth by the Occupational Safety & Health Administration [OSHA] throughout the duration of the event. CSU reserves the right to interrupt and if necessary, terminate performances in order to remain compliant.

X. BLOOD DRIVES AND DONATIONS
CSU recognizes the urgent need for blood products and values our relationship with the American Red Cross and Lifeshare. The quantity and location of blood drives occurring