

NOTE: You have authority to sign and submit the electronic liquor permit application (see attached for step-by-step instructions)

IF: You filled out the AUR (Alcohol Use Report) and received permission from Event Auxiliaries Manager, Mary Luburger.

AND: You get the Chief of Police form signed and/or Brian Burnett, Chief Financial Officer, if needed.

NOTE: CWRU Federal ID Number is: 34-1018992
Charter Number is: 362476

Alcohol Use Policy: <https://case.edu/studentlife/university-policies/alcohol-policy-and-guidelines>

**START THIS PROCESS AT LEAST 45 DAYS IN
ADVANCE OF YOUR EVENT
THE LIQUOR PERMIT CAN TAKE UP TO, IF NOT
LONGER, 30 DAYS TO OBTAIN**

STEP ONE:

Create an OHID account:

<https://auth.ohid.ohio.gov/login>

STEP TWO:

After create OHID account, Log in to OHID.

<https://auth.ohid.ohio.gov/login>

STEP THREE:



New Business (No Prior Liquor Permit in the State of Ohio)

If your business does not currently hold any liquor permits in the State of Ohio, you will need to create a business entity in OPAL before applying. The individual who completes this step will automatically be granted full access to the account and can invite others to assist with managing the liquor permitting process. To get started, click "New Entity."

[New Entity](#) →



CREATE A NEW ACCOUNT:

<https://opal.ohio.gov/new-account/>

Create a New Entity

Create your new business entity by completing the form below. A business entity is the legal organization—such as an Inc., LLC, or sole proprietor—that is applying for a liquor permit(s) or registration(s). [Click here to learn more.](#)

Entity Type

Select your Entity Type *

Non Profit

Name of Non-Profit Entity *

Case Western Reserve University

Federal Tax ID/EIN Number *

34-1018992

Charter Number (i.e., Entity #) with the Ohio Secretary of State

362476

Mailing Address

Mailing Address

The mailing address provided below should **NOT** be the same as your liquor permit address.

Street 1 *
10900 Euclid Avenue

Street 2

City *
Cleveland

Country/Region *
USA

State/Province *
OH

County *
Cuyahoga

ZIP/Postal Code *
44106

Questions about your Entity

You need to answer the below questions before we can create your entity. Please understand these questions are asking about the entity itself and NOT the individuals or other companies that may have an ownership in it. You'll answer those questions later, if applicable. Additionally, if you eventually get a liquor permit or registration, you may see these below questions again during the renewal process as part of your ongoing obligation to disclose changes.

Does the business entity above have any financial or ownership interest (whether owning stock, membership or voting units, or any other fiduciary role) in any other Ohio liquor permit holder, including manufacturing, distributor, or retail permits, regardless of whether it is currently issued or pending? *

- No
 Yes

Has the business entity above, regardless of the selected entity type, ever been convicted of a felony or misdemeanor crime, including any alcohol-related offense, in Ohio or any other state? Failing to disclose criminal convictions is a serious issue and could jeopardize your ability to secure a liquor permit or registration. Therefore, you SHOULD disclose a conviction even if you think it was a minor offense or that it happened a long time ago. *

- No
 Yes

Has the business entity above ever been refused a liquor permit, denied a renewal, or had its liquor permit revoked by the Division of Liquor Control, the Ohio Liquor Control Commission, or any other state liquor regulatory authority? *

- No
 Yes

SUBMIT

Case Western Reserve University Business Entity [About this page](#)

Business Type Non Profit	Federal Tax ID/EIN 34-1018992	Permit Number 10007981
Mailing Address 10900 Euclid Avenue Cleveland, OH 44106	Charter Number (i.e., Entity #) with the Ohio Secretary of State 362476	



Locations **Status Report** Stakeholders Account Management Renewals Documents

This tab displays all locations tied to your business entity, allowing you to view and manage permits and registrations for each location, apply for new permits, transfer existing permits, and add new location(s).

Click **"New Location"** to add a location for this business entity. For help navigating this tab, click [here](#).

Search for a location

DBA Name	Permit Number	Address	Taxing District
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You have not created any locations for this business entity. Before you can apply for any permits or registrations you MUST create a location where the permit/registration will operate. Click the **New Location** button to create a new location.



SAMPLE:

Business Entity Name Case Western Reserve University	Business Type Non Profit	Mailing Address 10900 Euclid Avenue Cleveland, OH 44106
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Create a New Location Review Stakeholders Submission

Before you can apply for any permit classes or registrations associated with the above business entity, you must create a location where the liquor permit or registrant will operate the business. Fill out the questions below, required questions are marked with a red asterisk **"***". After setting up your new location, you will be directed to the Applications tab to start applying for permits or registrations for this newly created location. If you have questions about the overall permit process, you should review our guide at com.ohio.gov/permitprocess.

Location/DBA Name *

2040 Adelbert Hall

To guide the next steps in the process you need to select the permit group from the below list. For example, if you will be making alcoholic beverages at this location, then you would select "manufacturer." If you are going to sell alcohol to consumers at retail, select "retailer/restaurant/bar." Your choice will impact the permit classes you will be able to select for this location, whether we will need stakeholder information for your business, and whether we will need to know the "taxing district" you are located. Keep in mind that Ohio's Tied House laws still apply. Therefore, while you can apply for permit classes at different locations that cross tiers, you CANNOT have permits issued at various locations that cross tiers. You can learn more at com.ohio.gov/3tiers and com.ohio.gov/tiedhouse.

Location Permit Group *

Temporary Permits

Location Permit Group Information

- **Manufacturer:** Makers of alcoholic beverages in Ohio for sale in Ohio or elsewhere.
- **Miscellaneous:** Covers a few specialized permits that do not fit standard categories, including those for the pharmaceutical industry.
- **Retailer/Restaurant/Bar:** Businesses that sell alcoholic beverages directly to consumers from a fixed location for carryout or on-premises consumption.
- **Supplier/Trademark (Broker)/Shipping:** Supplies alcoholic beverages into the Ohio market that were made outside of Ohio, including direct shipping those products to Ohio consumers.
- **Temporary Permits:** Allows nonprofits or other organizations to sell or serve alcohol at a short-term event, such as a festival, fundraiser, or private gathering.
- **Transportation / Warehouse:** Includes companies that transport (not sells) alcoholic beverages into or around Ohio from location to location or warehousing alcoholic beverages for distribution within the state.
- **Wholesale Distributor:** Purchases alcoholic beverages in bulk from manufacturers or suppliers and distributes them to those permit holders allowed to sell for carryout or on-premises consumption.

Event Address

Street 1 *

If your location does not yet have an assigned address, enter a parcel number or describe the location. For example, NW Corner of X and Y Streets

2040 Adelbert Road

Street 2

City *

Cleveland

Country/Region *

USA

State/Province *

OH

County *

Cuyahoga

ZIP/Postal Code *

44106

Business Phone Number *

216-368-6927

Taxing District

When applying for a liquor permit, you must provide the **location address** where your business will operate. Making sure your address is correct is **CRITICAL** because it determines your **taxing district**, which is the local government (city, village, or township) that has legal authority over the property. Getting the taxing district correct impacts many things including permit quotas.

Note: Your mailing address may NOT reflect the taxing district where your business is located. You can use the [Tax District Lookup tool](#) to help identify the correct taxing district. While the tool is a helpful resource, you should also verify the information by contacting your local government or visit county auditor's website, especially because the tool may not account for recent annexations and/or locations that have not yet been assigned an address like new build construction.

Take the Taxing District ID number provided in the tool and enter it in the search field below by first clicking the magnifying glass  icon (the Launch lookup modal button). Use the search bar in the pop-up box to locate your taxing district ID number, click Select to proceed.

18154



SUBMIT

Business Entity Name
Case Western Reserve University

Business Type
Non Profit

Mailing Address
10900 Euclid Avenue Cleveland, OH 44106

Create a New Location ✓ Additional Questions Review Stakeholders Submission

Does the applicant own the real estate on which the proposed business will be located or temporary event will take place?

- No
- Yes

2040 Adelbert Hall Location [About this page](#)

Location Permit Number
10007981-1

Location Address
2040 Adelbert Road Cleveland, OH 44106

County
Cuyahoga

Taxing District
Cleveland

Premises Description
N/A

Status
Active

Status Report Applications Action Items Documents Transfer Approvals

- To renew an issued liquor permit or registration, visit the **Renewals Tab** on your business entity page.
- To update ownership details (e.g., officer changes), use the **Business Entity Requests Tab** on your business entity page.

This tab displays all submitted or pending applications for this location. This tab also allows you to submit a new application or transfer an existing liquor permit to another location.

Click "Start New Application" to begin. For help navigate this tab, click [here](#).

Search for Application

Application ID Submission Type Status ↑ Amount Due Permit Fees Paid Created On ↓ [Quickview](#)

No records found for your location. To create a new application for your location, click the **Start New Application** button.

Application Summary

PT-000000079615 Draft

Submission Type	Amount Due	Total Amount Paid	Last Updated On
New Temporary	\$0.00	\$0.00	8/27/2025, 10:59:00 AM

Permit Class Type	Status	Ready for Payment	Permit Class Fee	Submitted Date	Issued Date	End Date	<input type="button" value="Add"/>
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Click the blue "Add" button above to select permit class(es) or registration(s) that you want to add to your cart. If you already have permit classes or registrations, where payment is not due today, you'll see them below. Remember that you can only add items to your application that share the same submission group (i.e., new/transfer). Please note that most submitted transactions are subject to a \$100 application processing fee at the time of payment, which will be noted in your payment summary.

F-2

Fee: \$150 \$160 (jointly with D permit holder)

Allows certain qualifying non-profit organizations or associations to sell beer, wine, low-proof mixed beverages, and high-proof spirits until 1am during an event not exceeding four consecutive days provided certain conditions are met. Wet/Dry laws APPLY. Fee is \$150 or \$160 if issued jointly with a D permit holder.



- Eligibility Confirmation
- General Questions
- Action Items
- Signature Acknowledgement

Eligibility Confirmation

In addition to the general qualifications needed to hold a liquor permit in Ohio, the F-2 permit class has some additional requirements that the applicant **MUST** meet in order to even qualify for the permit. Please read the statement(s) below carefully. You **MUST** affirm that you meet (and can provide documentation if asked) the required qualifications before you are able to continue filling out the application. If you have questions, please consult your private legal counsel.

Allows associations, corporations, or local units organizing charitable, cultural, educational, fraternal, or political events to sell beer and intoxicating liquor for up to four consecutive days.

To qualify for this permit, the applicant MUST confirm that it is: an association or corporation, or part of a recognized subordinate lodge, chapter, or other local unit of an association or corporation, and is:

1. a non-profit organization.
2. operated for a charitable, cultural, educational, fraternal, or political purpose.
3. not affiliated with the holder of any liquor permit class other than a D-4 permit.

The permit is valid for up to four consecutive days. No more than one F-2 permit may be issued to the same association, corporation, or local unit of an association or corporation in a 30-day period. Ohio's wet/dry laws apply.

The fee for this permit is \$150 or \$160 if issued jointly with the holder of a D-permit.

Section 4303.202 | F-2 permit.

I have read the above and DO meet the above listed requirement(s).



Continue Application



General Questions

Note: If the event start date is in less than 30 days, your application may not be processed in time

Event Start Date

10/31/2025

Event End Date

10/31/2025

1. What is the purpose of this event?

Student Halloween Bash

2. Will this organization's members coordinate and operate the event, including handling the sale of alcoholic beverages?

No Yes

3. If there is a liquor permit already issued at the event location that will overlap your temporary event premises, please provide the permit number and the permit holder's name.

4. Will this event require any street, alley, or public sidewalk closures? If YES, you must download, complete, and obtain signatures for the street closure acknowledgement form provided in this application.

No Yes

5. Is the event location within a Designated Outdoor Refreshment Area (DORA)? If so, please select one:

6. What is the anticipated attendance for the event? Please provide a numeric value only. Do not enter a range. (e.g., 50)

50

7. Will any money made from the event, minus legitimate expenses, be used for the profit or gain of any Individuals or for-profit organizations?

No Yes

8. Does this organization want this F-2 permit to be issued jointly with a Class D permit holder? To file jointly you MUST be legally separate entities. (i.e. a D4 permit cannot file jointly with it's own F2 permit)*

No Yes

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Next



Eligibility Confirmation General Questions **Action Items** Signature Acknowledgement

Action Items

To submit this application you **MUST** complete any **Action Items, including documents** listed below. If any of the action items require you to download the pre-populated form and get signatures; you should see that document below. If you do NOT see the required forms you were expecting, please refresh your browser (note that this can take a few minutes to appear). Once you've located the required form you need, download it, complete it, and re-upload it by clicking "Add New File."

In the **Action Items grid**, review each item that is listed by clicking on the drop down button, selecting "Edit", and reviewing the instructions. If applicable, you can add a note in the "note section" and mark the item as "Done" when the action item, including any required documents, has been completed.

Failure to submit all necessary documents will result in processing delays. After you've completed the required items, please select "All Documents are Submitted" to continue this application.

Documents

File Name	Created On	File Size (Bytes)
Diagram of Proposed Permit Premises - 2040 Adelbert Hall - 1000798L-1-1.pdf	8/27/2025 11:08 AM	160809
Peace Officer Notification Form (Online Only) - 2040 Adelbert Hall - 10007961-1-1.pdf	8/27/2025 11:08 AM	186446

Add New File



Once you complete the forms needed, you can send the Peace Officers for or any other form that requires signatures to renee.oconnor@case.edu to obtain the signatures.

After have all complete forms, upload them

Action Items

Search

Status Reason	Checklist Task	Due Date	Temporary (F) Permit Class	Modified On	
New	Chief Peace Officer Notification Form Needed		PC-000000000000161445	8/27/2025 11:02 AM	<input type="button" value="v"/>
New	Tenancy Notification Form Needed for Temporary Event		PC-000000000000161445	8/27/2025 11:02 AM	<input type="button" value="v"/>
New	Issued Permit Holder Suspension of Privileges Form Needed		PC-000000000000161445	8/27/2025 11:02 AM	<input type="button" value="v"/>
New	Street Closure Acknowledgment Form Needed		PC-000000000000161445	8/27/2025 11:02 AM	<input type="button" value="v"/>

< 1 2 >

All Documents are Submitted

Previous

Action Items

Status Reason	Checklist Task	Due Date	Temporary (F) Permit Class	Modified On	
New	Memorandum of Understanding Between Class D Retail Permit and F-2 Permit Holder Needed		PC-00000000000161445	8/27/2025 11:02 AM	<input type="checkbox"/>
New	Diagram of Proposed Permit Premises Needed		PC-00000000000161445	8/27/2025 11:02 AM	<input type="checkbox"/>

< 1 2 >

All Documents are Submitted



All Documents are Submitted

After all documents completed and uploaded and checked off, then check box and hit NEXT.

Home / Case Western Reserve University / 2040 Adelbert Hall / PT-00000079615 / F-2

Eligibility Confirmation General Questions Action Items Signature Acknowledgement

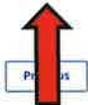
Signature Acknowledgement

Please read the statement(s) below carefully. Before this permit class can be added to your application packet [i.e., transaction] you MUST certify that the answers to the questions therein and any statements made are true. This acknowledgment acts as your legal signature. If you CANNOT certify the application, you will be unable to submit it to the Division. If you have questions, please consult your private legal counsel.

By selecting the "Certify my application" option below, I certify and understand that:

- I have the authority to execute this document. ✓
- The information provided is true, correct and complete to the best of my knowledge and belief. ✓
- During the review of this application further documentation or actions may be needed and my failure to timely comply could delay the processing of my application. ✓
- This permit is subject to Ohio's wet/dry lays and that governmental entities and institutions as defined in R.C. 4304.26 must be notified and can object to the issuance of the permit. ✓

Certify my Application



[Previous](#) [Add to Transaction](#)



Application Summary

PT-000000079615 Draft

Submission Type	Amount Due	Total Amount Paid	Last Updated On			
New Temporary	\$150.00	\$0.00	8/27/2025, 10:59:00 AM			
Add						
Permit Class Type	Status	Ready for Payment	Permit Class Fee	Submitted Date	Issued Date	End Date
F-2	Draft	No	\$0.00		10/31/2025	10/31/2025
F-2	Ready To Submit	Yes	\$150.00		10/31/2025	10/31/2025