

***University of North Texas***  
***Health Science Center at Fort Worth***

**Request to Serve Alcohol**

<hr/> <p>Event Name</p>	<hr/> <p>Event Date</p>	<hr/> <p>Time</p>
<hr/> <p>Event Location</p>	<hr/> <p>No. of Attendee</p>	
<hr/> <p>Contact Department</p>	<hr/> <p>Contact Person/ Phone # or e-mail</p>	

I agree to hire one campus police officer for every 75 persons and depending on the total number in attendance, the health science center police chief will determine if more than one officer is needed. The cost for an officer's service is \$35 an hour with a minimum of 3 hours.

Alcoholic beverages may not be sold on health science center premises. I agree to comply with the health science center's regulation against selling alcoholic beverages on campus.

\_\_\_\_\_  
Requester/Date

\_\_\_\_\_  
Room Scheduler/Date

\_\_\_\_\_  
EVP for Finance and Administration/Date

***This form must be completed anytime alcohol is present an event on campus***