

Request to Serve Alcohol

This form must be completed anytime alcohol is present during an event on campus and must be submitted to the Room Scheduling Office at least 10 business days before the event.

Event Name: _____

Event Date: _____ Event Time: _____

Event Location: _____

No. of Attendees: _____

Contact Person / Phone / Email: _____

Contact Department (if applicable): _____

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 \$37 an hour with a minimum of 3 hours and must be paid in full 30 minutes before the start of your event.

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.

Requestor's Signature / Date

Room Scheduler / Date

Executive Vice President, Finance and Operations / Date

ALCOHOL REQUEST CHECKLIST

The items below are requirements that need to be met before alcohol can be served on campus. The Alcohol Policy can be found on the Room Scheduling Website. For information regarding serving alcohol on campus, see item #4 (pages 4 and 5) of the [Reimbursement-of-Expenditures-for-Official-Functions-and-Administrative-Business-Meetings Policy](#).

When items 1 - 6 have been completed, please send those documents along with the alcohol request form to rooms@unthsc.edu at least ten (10) business day prior to event.

Items Needed

1. Written Approval from your division Vice President (e-mail/memo) _____

2. Written Approval from Vice President of Student Affairs (e-mail / memo) _____
(This is for UNTHSC Student Groups or UNTHSC events attended by students)
Supporting documents must be attached for approval

3. Will alcoholic beverages be included in ticket costs or purchase price of meal or event? _____
(If Yes, TABC Temporary Liquor License Permit to be attached with Alcohol Request Form)

4. Alcohol can only be sourced from a vendor that is properly licensed by the Texas Alcoholic Beverage Commission (TABC) _____
(Attach copy of liquor License or written confirmation that the vendor has license)

5. Alcohol may only be served by caterer or event staffing vendor that is properly certified by the Texas Alcoholic Beverage Commission (TABC) _____
(Attach copy of certification or written confirmation that the vendor has certification and liability insurance that covers liquor service, naming UNTHSC as additional insured)

6. Submit Alcohol Request Form to Room Scheduling Office with items 1 – 6 attached _____

7. Police Officer Needed for Event _____
(Room Scheduling will confirm when request approval is sent)