

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 8	Health and Safety	Effective:	June 2000
Section 8.2	Alcohol, Drug and Chemical Matters	Revised:	August 2001
Policy 8.2.3	Use of Alcoholic Beverages on Campus	Responsibility:	Executive Vice President for Facility Planning and Operations

USE OF ALCOHOLIC BEVERAGES ON CAMPUS

Policy

The Regents' *Rules and Regulations*, [Rule 80102](#), "Alcoholic Beverages" prohibits the use of alcoholic beverages on property and in buildings and facilities owned or controlled by the Health Science Center. However, the President may waive this prohibition with respect to any event sponsored by the University. An event is considered "sponsored" if a budgeted office or department of the Health Science Center is responsible for organizing the event, inviting attendees, and paying expenses related to the event, including the purchase of food and beverages; meetings or events organized and presented by registered faculty, staff, or student organizations are not events sponsored by the Health Science Center. State law relating to alcoholic beverages will be strictly enforced at all times on property and buildings and facilities owned or controlled by the Health Science Center.

All non-student requests should be made using the [Request for Alcoholic Beverages on Campus](#). The form must be completed and submitted through the Chair or Director of the requesting sponsoring unit to the appropriate Executive Committee member (Dean or Vice President) at least ten (10) working days prior to the event. The Executive Committee Member will review the form and make a recommendation to the President as to whether or not the request should be approved.

In addition to the Regents' *Rules and Regulations*, requests must meet the following criteria:

1. The event must have a purpose clearly related to the mission of the Health Science Center.
2. A University department must sponsor the event and a departmental representative must be present at the event.
3. No alcoholic beverages will be served from 8 a.m. to 5 p.m. on working days.
4. No request by a student group will be approved unless all members of the group are of legal age to consume alcoholic beverages.

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5. All expenses related to the event including the purchase of the alcoholic beverages must be charged to an account of the sponsoring department.
 6. State laws and regulations relating to the use, sale, or consumption of alcoholic beverages will be strictly observed.
 7. The [Request for Alcoholic Beverages on Campus](#) will also be sent to University Police. University Police will determine if security personnel will be required. If police personnel are required for the event, the sponsoring department or organization will be assessed fees to pay the personnel

These regulations are in addition to all other Health Science Center regulations relating to the use of University facilities as described in [Section 9.1](#), "University Facilities", of the *Handbook of Operating Procedures*.

Students must use the form entitled [Request for Alcoholic Beverages on Campus for Student Organizations](#). This form may be obtained from the Office of Student Services.
