

**Request for Alcoholic Beverages on Campus  
For Student Organizations**

Date \_\_\_\_\_

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of Event \_\_\_\_\_

Place \_\_\_\_\_

Date of Function \_\_\_\_\_ Time \_\_\_\_\_

Number of Expected to Attend \_\_\_\_\_

Specify Food/Drinks to be served \_\_\_\_\_

Name of designated servers \_\_\_\_\_

Name of designated drivers \_\_\_\_\_

Faculty Sponsor Signature \_\_\_\_\_  
and/or

Faculty Designee Signature \_\_\_\_\_

Recommended by Executive Director of Student Services \_\_\_\_\_

Approved by President \_\_\_\_\_

**Only beer and/or wine may be served on campus**

**No alcoholic beverages will be served to anyone under the age of 21.**

**Adequate non-alcoholic beverages and food must also be available.**

**No one who is on call may be served alcohol.**

**No alcohol may be served during working hours (before 5p.m. Monday-Friday).**

**All servers must be certified with the Texas Alcohol Beverage Commission.**

**All servers must have proof of certification with them at the function.**

**It is required that UT Police be at the function when attendance is 150 or more.**

Original - Presidents Office

Blue - Student Services

Gold - University Police

Pink - Housekeeping

Yellow - Requestor

White - Suspense File

Phone extension 2628

Executive Director's Office

Student Services, Room 331L