

The University of Texas Health Science Center at San Antonio
REQUEST FOR ALCOHOLIC BEVERAGES ON CAMPUS
(Faculty/Staff Only*)



Date: _____

Requestor's Name: _____ Phone Number: _____

Requestor's Title: _____ Department: _____

Type of Event: _____

Location: _____

Date of Event: _____ Time: _____ Number of Attendees: _____

Department Representative:** _____ Title: _____ Phone #: _____

Food/Drinks to be Served: _____

Name of Designated Servers: _____

Comments: _____

Chair or Director: _____ Date: _____
(Signature)

Dean or Administrative Officer: _____ Date: _____
(Signature)

Approved by Chief Legal Officer: _____ Date: _____
(Signature)

The original, executed copy of this form should be forwarded to the Office of Legal Affairs (OLA) for the Chief Legal Officer's final signature/approval. The OLA will forward the fully-executed copy of this form to the President's office to be maintained in their files. The President's office will provide a copy of this form to the department, housekeeping and UTPD.

- 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 5:00 p.m. Monday-Friday)

* Students must use the *Request for Alcoholic Beverages on Campus* for Student Organizations available from Student Life

** Representative must be present at event.

<http://uthscsa.edu/hop2000/8.2.3.pdf>

<http://www.utsystem.edu/board-of-regents/rules/80102-alcoholic-beverages>