

**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