

University of North Texas
ALCOHOL USE REQUEST GUIDELINES
Department

Departments desiring to sell, serve or consume any type of alcoholic beverage on campus, excluding the University Union and Gateway Center, must obtain permission in advance by means of the Alcohol Use Request form. Request forms must be completed and returned to Scheduling Services, located in the University Union, at least ten (10) business days prior to the date of event.

A copy of the approved Alcohol Use Request Form must be made available at any event where alcoholic beverages will be present as proof of permission being granted.

PROCEDURES FOR SCHEDULING ALCOHOLIC BEVERAGES

Definitions: Host Bar: Service in which the host party/organization is responsible for all charges

Cash Bar: Service in which each guest pays bartender for each drink as served. Host responsible for bartenders, setups, security and minimum sales charges

University Union and Gateway Center

Host Bar: For events scheduled in the University Union or Gateway Center, the department must purchase beer and/or wine and setups through Scheduling Services, University Union. When desired, distilled spirits must be purchased from, or donated by, an off-campus supplier and delivered to the function site no earlier than one hour prior to event. All alcoholic beverages must be removed from premise at conclusion of the event.

Cash Bar: Beer/Wine only. The department must purchase beer and/or wine and setups through Scheduling Services for all cash bars scheduled in the University Union or Gateway Center. Cash bars require a guaranteed minimum of \$100.00 in sales. Distilled spirits cannot be made available for sale or served at any event where beer and wines are sold.

Bartenders: All alcoholic beverages being served in the University Union or Gateway Center must be dispensed by a TABC certified bartender. Arrangements for certified bartenders must be made through Scheduling Services. The number of bartenders required will be determined by Scheduling Services.

Campus Buildings Other Than The University Union and Gateway Center

Host Bar: Two options apply for departments desiring to provide a host bar on campus at a location other than the University Union or Gateway Center:

Option 1:

Alcoholic beverages (beer/wine only) and setups may be arranged through Scheduling Services, University Union. The purchase of a TABC Temporary Alcohol and Beverage Permit will be required at least ten (10) business days prior to date of event. Department is required to provide the Scheduling Services office with a map designating area in which alcohol service is requested at time of event scheduling.

When desired, distilled spirits must be purchased from, or donated by, an off-campus supplier and delivered to function site no earlier than one hour prior to event. All alcoholic beverages must be removed from premise at the conclusion of the event.

Bartenders: All alcoholic beverages being served on campus must be dispensed by a TABC certified bartender. Arrangements for certified bartenders must be made through Scheduling Services. The number of bartenders required will be determined by Scheduling Services, University Union.

Option 2:

Beer/wine/distilled spirits and setups may be provided by the department. Alcoholic beverages must be delivered to function site no earlier than one hour prior to event. All alcoholic beverages must be removed from premise at conclusion of event.

Bartenders: All alcoholic beverages being served on campus must be dispensed by a TABC certified bartender.

Cash Bar: Cash bars scheduled outside the University Union or Gateway Center require a TABC Temporary Alcohol and Beverage Permit. The purchase of the permit, alcoholic beverages (beer/wine) and setups must be made through Scheduling Services, University Union, at least ten (10) business days prior to date of event. Department is required to provide Scheduling Services with a map designating area in which alcohol service is requested at time of event scheduling. Cash bars require a guaranteed minimum of \$100.00 in sales. Distilled spirits cannot be made available for sale or served at any event where beer and wines are sold.

Bartenders: All alcoholic beverages being served on campus must be dispensed by a TABC certified bartender. Arrangements for certified bartenders must be made through Scheduling Services. The number of bartenders required will be determined by Scheduling Services.

GUIDELINES

- UNT Policy prohibits the sale and consumption of alcoholic beverages before 5:00 p.m. Monday through Friday and 1:00 p.m. on Saturday and Sunday. All sales and consumption of alcoholic beverages must terminate by midnight Sunday through Friday and Saturday by 1:00 a.m. (Sunday morning). All sales of alcoholic beverages will terminate fifteen (15) minutes prior to bar closing.
- Unless a Sales Tax Exempt Status form is provided at time of booking an event through Scheduling Services, sales tax will be assessed. All beverages will be subject to a service charge of 15%, when applicable.
- Alcoholic beverages donated to or purchased by the customer cannot be offered for resale. Resale includes ticket sales, cash bars, donation bars, admission charges, door or cover charges – any money transaction.
- Hosting departments must provide non-alcoholic beverages and food in reasonable quantities at events where alcohol will be served, consumed or present. All food and beverage must remain in the areas scheduled for said event.
- Security provided by the UNT Police Department may be required at the expense of the department for serving alcoholic beverages. The number of officers required will be determined by the UNT Police Department.
- Use or possession of alcoholic beverages at the University by any individual under the age of 21 is prohibited. Failure to comply with this regulation violates state law.
- All individuals attending an activity where alcoholic beverages are served, consumed or present must maintain on their person appropriate proof of age. A Texas driver's license, a photo I.D. card issued by the State Department of Public Safety or an equivalent photo I.D. document from the state of residence will be accepted as evidence of age.
- Hosting department, as well as individuals in attendance, are responsible for ensuring that any consumption of alcoholic beverages occurs in a lawful and responsible manner.
- The content of advertisements or promotions for any event at which alcoholic beverages will be served must not promote irresponsible consumption of alcoholic beverages.

ALCOHOL USE REQUEST
Department

Department: _____ Request Date: _____

Contact: _____ Dept. Acct: No: _____

Event Title: _____ Event Date: _____

Event Time: From _____ pm / _____ pm Event No: _____

Event Location: _____ Attendance: _____

- Attending: Department Members Only
 Department Members and Invited Guests
 General Public
 University Community

Alcoholic beverages being served: Beer Wine Distilled Spirits

Will persons under lawful drinking age be in attendance? Yes No

Host Bar Yes No Cash Bar Yes No

I hereby agree to ensure compliance with all applicable State Laws and UNT Policy on alcohol use. I further understand that I and/or the entity that I represent may be held liable for any damages to UNT property occurring from this event.

Signed: _____ Date: _____

Address: _____ City: _____ State: _____

Phone: Residence: () _____ Work: () _____

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Denied Approved Signed: _____ Date: _____
Dean/Vice President