

University of North Texas
ALCOHOL USE REQUEST GUIDELINES
Student Organizations

Student organizations desiring to sell, serve or consume any type of alcoholic beverage on campus must obtain permission in advance by means of the Alcohol Use Request form. Request forms must be completed and returned to the Student Activities and Organizations office, located in the University Union, at least ten (10) business days prior to the date of the 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.

Exceptions to the requirement of filing an Alcohol Use Request are as follows:

Private Resident Hall Rooms: Persons of lawful age under Texas statutes may be permitted to possess and/or consume alcoholic beverages in the privacy of their rooms in the residence halls of the University, in accordance with the rules and regulations for residence hall living published by the Department of Housing and Residence Life.

University Union and Gateway Center: Programs scheduled for and presented in the University Union or Gateway Center will not require an Alcohol Use Request form.

Contract Leased Land: Property leased by the University to another party (current and future fraternity and sorority houses constructed on University property) is specifically excepted from this policy.

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 student organization 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 event.

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

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 student organizations 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. Student Organization is required to provide Scheduling Services 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 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 customer. Alcoholic beverages must be delivered to function site no earlier than one hour prior to event. All alcoholic beverages must be removed from premise immediately 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. Student organization is required to provide Scheduling Services with a map designating area in which alcohol service is requested at the time of event scheduling. 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 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 student organization cannot be offered for resale. Resale includes ticket sales, cash bars, donation bars, admission charges, door or cover charges – any money transaction.
- Hosting student organizations 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 student organization for events 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 and the Code of Student Conduct and may subject the individual to disciplinary action.
- 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 student organizations, 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.

07/01/05

ALCOHOL USE REQUEST
Student Organizations

Organization: _____ Request Date: _____

Co-Sponsor: _____ Contact: _____

Event Title: _____ Contact Phone: _____

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

Event Location: _____

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

Alcoholic beverages being served: Beer Wine Distilled Spirits

Host Bar: Yes No Cash Bar: Yes No

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

I hereby agree to ensure compliance with all applicable State Laws, TABC Guidelines 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.

Student Name (print): _____ Student ID: _____

Address: _____ City _____ State _____

Phone: Residence _____ Work _____

Signed: _____

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Denied Approved Signed: _____ Date: _____
Student Organization Advisor

Denied Approved Signed: _____ Date: _____
Department Director/Dean of Students

Return completed form to Student Activities and Organizations Office, University Union
Distribution by SAO Office: Police Department, Risk Management, Applicant