



ALCOHOLIC BEVERAGE ACTIVITY

Requestor: _____

Date: _____

E-mail: _____

Phone: _____

If you are a university employee, please provide:

Office/Department: _____

Texas State ID#: _____

Is this a university sponsored event? ☐ Yes ☐ No

If you are not a university employee, please provide:

Address: _____

E-mail: _____

Phone: _____

TYPE OF ACTIVITY

(Check all that apply)

☐ Departmental

☐ Closed Social

☐ Student Organization

☐ Open (ALL CAMPUS) Social

☐ Residence Hall

☐ Other (Specify): _____

Free? ☐ Yes ☐ No

Charge \$: _____

Type of alcoholic beverages to be made available: _____

Type of non-alcoholic beverages to be made available: _____

EVENT DETAILS

Name of Event: _____

Date of Event: _____

Time: ____ ☐ AM / ☐ PM to ____ ☐ AM / ☐ PM

Location: _____

Room Assigned: _____

Description of Event: _____

ANTICIPATED ATTENDANCE: _____

Is Chartwells supplying the alcohol for this event? ☐ Yes ☐ No If

'No', please provide Vendor Information below:

Vendor: _____

Contact Name: _____

Phone Number: _____

Address: _____

The undersigned, in connection with the application to reserve a facility for the event described, certifies that (1) such function will not be restricted on the basis of color, age, disability, veterans' status, sexual orientation, gender identity, and gender expression, race, religion, sex or national origin (see [UPPS No. 04.04.46](#), Section 01.01), (2) such function will normally be restricted to university-related groups, (3) appropriate persons will be present at the function to ensure the proper use of the facility, (4) such function and use of the facility will not violate any law of the state or rule or regulation of the university. Furthermore the undersigned agrees to reimburse the university for any loss, damage, or expense incurred by the university as a result of the undersigned's use of the facility, and is aware the university will not assume any liability for property damage or personal injury, including death, that may result from or during the undersigned's use of the facility. Beverage servers must be present at all events in which alcohol is served and must be seller or server trained through a certified TABC school and possess a current and valid certification to dispense alcohol. University police officers must be present unless an exception is granted by the university.

Signature of the Divisional Vice President: _____
Print: _____ Date: _____

Signature of Sponsor: _____
Print: _____ Date: _____

Signature of University Police Director/Designee: _____
Print: _____ Date: _____
Number of Officers Assigned: _____

Signature of Facility Director/Coordinator: _____
Print: _____ Date: _____

Signature of Representative of
University Food Contractor (Chartwells): _____
Print: _____ Date: _____

Signature of Vice President for
Student Success/Designee: _____
Print: _____ Date: _____

For NCAA-sponsored events or events held in any athletic facility.

Signature for Vice President for

Intercollegiate Athletics: _____

Print: _____ Date: _____

For events with alcohol purchases in excess of \$1,000.00, the signature of Executive Vice President for Finance and Support Services is required.

Signature: _____

Print: _____ Date: _____

Contact Information:

Dean of Students Office

LBJ Student Center 512-245-2124

University Police Department

615 North LBJ-Nueces Building 512-245-8336

Chartwells-University Food Contractor

700 Moore Street-Harris Dining Hall 512-245-9930