

Dining Services  
Alcoholic Beverage Request Form

- A. Regents' *Rule* 80102, Alcoholic Beverages, prohibits the use of alcoholic beverages in or on University facilities. The President of the University may waive this prohibition with respect to any event sponsored by the University of Texas System or the University of Texas at Arlington if the following criteria are met:
1. An event must be sponsored by a budgeted office, department, or division of the University.
  2. The sponsor is responsible for organizing the event, inviting attendees, and paying expenses related to the event, including purchases of food and beverages. An event can be considered sponsored even if an outside entity pays for the food and beverages at the event.
- B. Meetings or events organized and presented by registered faculty, staff, or student organizations are not events sponsored by the University.
- C. Sections A & B do not apply to the following:
1. An event held in areas that are licensed under state law for the sale and service of alcoholic beverages (i.e. The University Center and College Park Center).
  2. A Special Use Facility during use by a non-University individual, group, association, or corporation for the purposes permitted by Regents' *Rule* 80106, Special Use Facilities.
  3. Property, buildings, or facilities that are occupied by a third party pursuant to a written lease or occupancy agreement that does not specifically exclude alcoholic beverages.
- D. All Regents' *Rules and Regulations*, University policies and procedures, and state laws and regulations relating to alcoholic beverages will be strictly enforced at all times on property and in buildings owned or controlled by the University.
- E. Alcoholic beverages are to be purchased from and served by University Dining Services. Please contact them at 817-272-2304.
1. Dining Services will provide personnel to check identification and to supervise the dispensing of alcoholic beverages.
  2. At cash bar functions, Dining Services will supply a bartender and other attendants as deemed necessary to dispense alcoholic beverages.
  3. Guests are limited to receiving two (2) drinks at one time. Dining Services reserves the right to refuse service to any guest regardless of age if, in the judgment of Dining Services, the guest is in an impaired state.
  4. Maximum length of time for alcohol beverage service will be four (4) hours.
- F. The attached "Alcoholic Beverage Request Form" and a ***sketch of the floor plan*** must be submitted to Dining Services fifteen (15) working days prior to the event. The request will be forwarded through University channels, to the President or his designated representative, for approval. You will be notified when your request has been approved or denied.

Dining Services  
**Alcoholic Beverage Request Form**

**The completed form must be submitted to Dining Services Box 19385 or fax to 817-272-3749, fifteen (15) working days prior to the scheduled event. A floor plan sketch must be attached.**

**Day & Date of Event:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Requested By:** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Title** \_\_\_\_\_  
Printed

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Reservations Made For:** ☐ An Organization ☐ A Non-University Group, Individual, Association, or Corporation  
☐ A University Budgeted Office **Account # to be charged:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street (UTA Dept. & Box, if applicable) City State Zip

**Description of Event (include why the serving of alcoholic beverages is desired):** \_\_\_\_\_

**Who will be attending event?** \_\_\_\_\_

**Expected # of Attendees:** \_\_\_\_\_ **Location:** \_\_\_\_\_  
Room Building

**Alcoholic Beverage Service Time:** **Begin:** \_\_\_\_\_ **End:** \_\_\_\_\_  
(Maximum of 4 hours) AM/PM AM/PM

**Type Beverage(s) to be Served:** ☐ Beer ☐ Champagne ☐ Mixed Drinks  
**Type of Service required by Dining Services:** ☐ Wine ☐ Catered Beverages

**NOTE: Food and alternative beverages (e.g. soft drinks, coffee, tea, non-alcoholic punch) must be made available when alcoholic beverages are served.**

**STUDENT ORGANIZATIONS ONLY:**

*The following person(s) will be responsible for seeing that no alcoholic beverages enter or leave the designated area. This person(s) should be the organization's faculty/staff advisor or his/her delegate (another UTA faculty or staff member).*

*The faculty/staff advisor or his/her delegate must be present for the duration of the event*

\_\_\_\_\_  
Name Address Phone

\_\_\_\_\_  
Name Address Phone

\_\_\_\_\_  
Faculty/Staff Advisor Signature (Organization) Title Phone

\_\_\_\_\_  
Student Activities/Student Governance & Organizations ☐ Approve ☐ Disapprove \_\_\_\_\_  
Date

Dining Services  
**Alcoholic Beverage Request Form**

\_\_\_\_\_  
Dining Services Catering Manager Fax #: 817-272-3749

\_\_\_\_\_  
David Albart, Director for University Center Operations

\_\_\_\_\_  
Approved by the President

☐ **Approve**      ☐ **Disapprove**

**Security Required:#** \_\_\_\_\_

☐ **Approve**      ☐ **Disapprove**

☐ **Approve**      ☐ **Disapprove**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date