



□ **Making arrangements to offer alcohol**

- HSC Student Affairs regulates the offering of alcoholic beverages on the HSC campus.
- Student group adviser must be present during the entirety of the event.
- Contact the Food Court Manager in HSC Food Court, David L. Boren Student Union, 130
  - 405.271.3660
- 3.2 beer and wine are the only alcoholic beverages approved for consumption on the HSC Campus. All such beverages must be served by a licensed caterer in accordance with these guidelines.
- Schedule and pay for HSC OUPD officer by contacting Connie Welch or Susan Shockley. Officer must be present for entire time that alcohol is offered.
  - connie-welch@ouhsc.edu, 405.271.3285; Fax 405.271.2525
  - susan-shockley@ouhsc.edu, 405.271.3144; Fax 405.271.2525
- Submit Alcohol Service Permission Request letter to HSC Student Affairs. See **Sample Alcohol Service Permission Letter** for an example. Letter must include:
  - Date of event
  - Beginning time/ending time of the event (alcohol service stops thirty (30) minutes prior to end of event)
  - Confirmation of HSC OUPD reservation
  - Confirmation and contact information of faculty/staff sponsor (including cell/pager number)
  - Location of event
- Address letter to: Clarke Stroud, University Vice President for Student Affairs and
  - CC: Kate Stanton, Executive Director for HSC Student Affairs
- Mail or deliver two (2) copies to:
  - HSC Student Affairs
  - 1106 North StonewallDavid L. Boren Student Union, Suite 300  
Oklahoma City, OK 73117

## SAMPLE ALCOHOL SERVICE PERMISSION

To: Mr. Clarke Stroud  
University Vice President for Student Affairs and Dean of Students

From: Mr. Andy Duty  
Campus Activities Board Chair, HSC Student Association

Date: November 6, 2003

Subject: Request permission for alcohol service at Student Association event

HSC Student Association is sponsoring a **Happy Hour** at the HSC Student Union, Room 172, on **November 21, 2003 from 4 p.m. to 6 p.m.** We would like your permission to serve 3.2% beer at this function. The beer will be purchased from University Housing and Food Services (UHFS) on the HSC campus. The HSC Police Department has been reserved from 4 p.m. to 6 p.m. to monitor the event. Upon your approval, I ask that HSC Student Affairs contact the HSC Police Department to confirm our event. Our adviser, Tanya Mustin, will be present at the event as well (271-2416 ext. 48802). Ms. Mustin's on-site phone number for the event will be her cell phone, (405) 346-1123. UHFS will also be on site to check for correct identification. Thank you for your consideration.

CC: Ms. Kate Stanton, Executive Director, HSC Student Affairs