

Memo to: All UH-Downtown/PS Holders

From: Max Castillo, President

Subject: Use of Alcoholic Beverages at University of Houston - Downtown

UH-Downtown/PS 01.A.14

Issue No. 1

Effective Date: 09/29/00

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### **1. PURPOSE**

This PS sets forth regulations regarding the service, consumption, and distribution of alcoholic beverages at the University of Houston - Downtown (UHD). The University strictly adheres to all city, state, and federal laws governing the distribution and consumption of alcohol. The University is committed to the national initiative of preventing the abuse of alcohol.

### **2. POLICY/PROCEDURES**

2.1 This policy applies to all on campus and off-campus events at which alcohol will be served. For additional information, see PS 04.A.02, Student Use of Alcoholic Beverages at UHD.

2.2 The legal drinking age in Texas is 21. Alcoholic beverages served on the UHD campus may be distributed and consumed by individuals of legal age. The use or possession of alcohol on any part of the campus, other than a formally approved or designated area, is a violation of this policy.

2.3 The Office of Reservations and Events Management must be notified of the proposed sale and/or distribution of alcoholic beverages by any organization or department at UHD.

2.4 Only licensed catering services approved by the Office of Reservations and Events Management may sell or distribute alcoholic beverages on the UHD campus.

2.5 The Office of Reservations and Events Management will provide the person requesting the alcohol with a copy of the Application for Alcohol Permit (Exhibit A).

2.6 The completed Application for Alcohol Permit must be submitted to the Office of Reservations and Events Management at least 30 days before the date on which permission to serve alcohol is requested.

2.7 The Office of Reservations and Events Management then submits the Application for Alcohol Beverage to the Chief of Police of the UHD Police Department, who will make a decision as to whether off-duty police are needed for the event. Only UHD police officers or peace officers approved by the Chief of the UHD Police Department may be hired for the event. The sponsoring individual, department, or organization is responsible for payment of UHD police services.

2.8 State appropriated funds, student service fees, or University Center fees may not be used to purchase alcoholic beverages for any reason.

2.9 Alcoholic beverages may not be served or consumed in any vehicle owned or operated by UHD.

### **3. REVIEW AND RESPONSIBILITIES**

Responsible Party (Reviewer): President

Review: As needed

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President

University of Houston - Downtown  
ALCOHOLIC BEVERAGE DISTRIBUTION  
INFORMATION

An approved UHD Application for Alcohol Permit is a privilege. Failure to adhere to University regulations may result in the denial of future approval.

I. **An approved Application for Alcohol Permit DOES NOT:**

- a) Give the sponsoring organization or department the right to sell alcoholic beverages.
- b) Give the sponsoring organization or department the right to reserve space for an event. Space and facilities must be reserved through normal University channels.

II. Once a permit is granted, the organization or department is responsible for obeying all University, state, city, and federal laws governing the distribution and consumption of alcoholic beverages.

III. **The legal age for drinking in Texas is 21.**

Giving alcoholic beverages to a minor can result in criminal and/or University disciplinary action.

A minor producing false identification to secure alcoholic beverages can be subject to criminal and/or University disciplinary action.

IV. At all events where alcohol is served, a posted sign must state clearly that only those 21 years of age *or older* are permitted to drink the alcoholic beverages.

V. Persons of legal drinking age must be clearly identifiable to the licensed caterer/vendor.

VI. Non-alcoholic beverages must be available in equally attractive variety as the alcoholic beverages and must also be displayed with equal prominence. If alcoholic beverages are free, all other beverages must be free.

VII. The amount of alcoholic beverages permitted at an event is relative to the number of guests attending the function.

VIII. Food items must be available in sufficient amounts for the number of persons attending the function.

IX. All advertisements must note the availability of non-alcoholic beverages and food as prominently as alcohol, if alcohol is to be advertised. Alcohol

may never be the main emphasis of an advertisement.

X. Any questions regarding the distribution of alcoholic beverages should be addressed to the Office of Reservations and Events Management at (713) 221 - 8580.

**DISTRIBUTION INFORMATION:**

- 1) Requests for permission to serve alcoholic beverages must be submitted to the Office of Reservations and Events Management at least 30 days prior to the time of planned distribution. This will allow time for review, clarification of concerns and sufficient time for the events planners to take copies to the appropriate offices.
- 2) The organization or department may not promote or allow drinking games of any kind.
- 3) Alcoholic beverages may not be distributed before 5:00 p.m. on Monday - Friday and 12:00 noon on Saturday and Sunday. For major campus events, exceptions may be granted by the President or his/her designee.
- 4) In addition to the required steps, individuals planning an event should seek other ways to foster the responsible use of alcoholic beverages.
- 5) The organizers of an event must be prepared to call a cab for anyone that appears to be under the influence of alcohol or any other intoxicating substance. A written list of phone numbers for several cab companies should be available.
- 6) If the event is canceled or the service of alcohol has been canceled, the sponsoring organization or department must contact the Office of Reservations and Events Management immediately.

UNIVERSITY OF HOUSTON – DOWNTOWN  
**APPLICATION FOR ALCOHOL PERMIT**  
**Internally-Sponsored Events**

(This application MUST be submitted no later than thirty (30) days prior to the date of the event.)

DATE OF REQUEST: \_\_\_\_\_

NAME OF ORGANIZATION OR DEPARTMENT: \_\_\_\_\_

NAME AND DESCRIPTION OF EVENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CO-SPONSORING ORGANIZATION (If Any): \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

SERVING TIME: \_\_\_\_\_ TO: \_\_\_\_\_

NUMBER OF PARTICIPANTS EXPECTED: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

(All UHD facilities must be reserved and confirmed through Reservations and Events Management. Please attach a copy of the Request for Use of Campus Facilities form to this application.)

TYPE AND QUANTITY OF ALCOHOLIC BEVERAGES TO BE SERVED:  
\_\_\_\_\_  
\_\_\_\_\_

COMPLETE DESCRIPTION OF ARRANGEMENTS MADE WITH UHD FOOD SERVICE PROVIDER FOR DISTRIBUTION OF ALCOHOLIC BEVERAGES:  
\_\_\_\_\_  
\_\_\_\_\_

ADMISSION CHARGE (IF ANY): \_\_\_\_\_

VENDOR HOLDING LIQUOR LICENSE/PERMIT TO SERVE ALCOHOLIC BEVERAGES:

NAME OF VENDOR _____	DATE _____
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WILL NON-ALCOHOLIC DRINKS BE AVAILABLE?	YES _____	NO _____
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WILL FOOD BE AVAILABLE?	YES _____	NO _____
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IF SO, PLEASE PROVIDE A LIST: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I verify by my signature that I will adhere to all University of Houston – Downtown policies and procedures regarding use of facilities and alcohol on premises.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**STUDENT ORGANIZATIONS:**

UHD FACULTY/STAFF ADVISOR'S NAME: \_\_\_\_\_

UHD OFFICE/ADDRESS: \_\_\_\_\_ UHD EXT #: \_\_\_\_\_

UHD ADVISOR'S SIGNATURE: \_\_\_\_\_

I certify I have received a copy of the UHD Policy Statement and I will comply with it.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**STAFF:**

SUPERVISOR'S NAME: \_\_\_\_\_ EXT #: \_\_\_\_\_

SUPERVISOR'S APPROVAL: \_\_\_\_\_

**FACULTY:**

DEPT. CHAIR: \_\_\_\_\_ EXT #: \_\_\_\_\_

CHAIR'S APPROVAL: \_\_\_\_\_

**APPROVAL:**

\_\_\_\_\_  
Dean of Student Affairs (Students) \_\_\_\_\_ Date

VP Administration (Staff)

VP Academic Affairs (Faculty)

COVERAGE REQUIRED

COVERAGE WAIVED

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**CONFIRMATION OF RESERVATION**

\_\_\_\_\_  
UHD Reservation and Events Management \_\_\_\_\_ Date \_\_\_\_\_ Confirmation # \_\_\_\_\_

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**UHD POLICE DEPARTMENT**

\_\_\_\_\_  
UHD Police Department \_\_\_\_\_ Date \_\_\_\_\_

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**LIQUOR LICENSE HOLDER**

\_\_\_\_\_  
Company Name/Authorized Representative

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Routing:**

- 1) Dean of Student Affairs, VP Administration or VP Academic Affairs
- 2) Reservations and Events Management
- 3) UHD Police Department
- 4) Food/Alcohol Service Provider
- 5) UHD Reservations and Events Management