



# REQUEST FOR USE OF ALCOHOLIC BEVERAGES FORM

West Texas A&M University prohibits the use of alcoholic beverages on property owned or controlled by the University, except as designated and authorized by the The Texas A&M University System (TAMUS) Board of Regents. Approval to allow possession or consumption of alcoholic beverages by persons of legal drinking age must be approved by the President or the President's designee. Approved events will only take place at time and location that does not interfere with the academic functions of the University, and only if all applicable requirements are met by the event's sponsor. All requests for alcohol use must be in compliance with: WTAMU Code of Student Life; WTAMU Space Request Procedure (#24.01.99.W0.01); WTAMU Substance Abuse Prevention Rule (#34.02.01.W0.01); WTAMU Tailgate Events with Alcohol Procedure (#34.03.01.W0.01); TAMUS Drug and Alcohol Abuse Policy (#34.02); and TAMUS Drug and Alcohol Abuse and Rehabilitation Programs Regulation (#34.02.01).

1. The requestor must submit this form to request approval and shall abide by applicable Texas law, TAMUS policies and regulations, University rules and procedures, and reservation requirements governing the consumption of alcoholic beverages including:
  - a. Nonalcoholic beverages must be made available at the event.
  - b. Use of alcoholic beverages is only permitted and in the previously designated and approved locations.
  - c. It is unlawful to furnish or give away any alcoholic beverages to persons under 21 years of age.
  - d. Alcoholic beverages must never be provided to any intoxicated person.
  - e. The event shall not include any form of "drinking contests" in its activities or promotion.
  - f. Adequate supervision and security must be made available for the event as necessary to provide for a safe atmosphere and to permit enforcement of the law concerning underage consumption of alcoholic beverages and other State laws. Security needs will be determined by UPD Chief of Police or designee.
  - g. Promotion of the event includes a statement concerning the legal age for consumption of alcoholic beverages.
2. The distribution and/or consumption of alcoholic beverages will be confined to the time period specified for the scheduled event.
3. The University assumes no liability incurred as a result of an organization's or individual's violation of TAMUS policies, regulations, or any applicable State laws governing the use and consumption of alcoholic beverages. Use of alcoholic beverages is not allowed weekdays, except for official holidays, at on-campus events before 5pm. Event insurance may be required depending on the type and size of the event and the hours of operation.

*By signing below you are acknowledging adherence to the Use of Alcoholic Beverages requirements.*

**THIS FORM MUST BE COMPLETED IN ENTIRETY AND SUBMITTED AT LEAST SEVEN (7) BUSINESS DAYS BEFORE THE DATE OF THE SCHEDULED EVENT. SUBMIT THE COMPLETED FORM TO THE PRESIDENT'S OFFICE FOR APPROVAL VIA E-MAIL TO JEFF MAYO ([jmayo@wtamu.edu](mailto:jmayo@wtamu.edu)) and CC: ASHLEY GARDNER ([agardner@wtamu.edu](mailto:agardner@wtamu.edu)); ZACK WORKMAN ([zworkman@wtamu.edu](mailto:zworkman@wtamu.edu)); SHAWN BURNS ([sburns@wtamu.edu](mailto:sburns@wtamu.edu)); JACK HILDEBRAND ([jhildebrand@wtamu.edu](mailto:jhildebrand@wtamu.edu)); and CHANCE HAUGEN ([chaugen@wtamu.edu](mailto:chaugen@wtamu.edu)).**

Date of Request: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time (Start and End) of Event: \_\_\_\_\_

Name of Requesting Group or Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Specific Location of Event Facility or Outdoor Area: \_\_\_\_\_

Description of the Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Alcohol to be Served and Method of Service: \_\_\_\_\_

Open Bar      Cash Bar (cash bar requests subject to additional review, requestor must use bartender(s) licensed for distribution.)

Person Requesting Approval: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Sponsoring Department: \_\_\_\_\_

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----For Office Use Only-----

Risk Management Review: \_\_\_\_\_ (initial/date)

President Signature (or Designee): \_\_\_\_\_ Date: \_\_\_\_\_

**REPORT ON SITES OF PERMITTED USE OF ALCOHOL**

**West Texas A&M University**

Panhandle Plains Historical Museum

Buffalo Courts

President's Home

Nance Ranch

Alumni Banquet Hall, Buffalo Room and Isley Terrace (patio area)

Cornette Library

First United Bank Center & Parking Area of First United Bank Center

Kimbrough Memorial Stadium (area adjacent to and east of parking lot)

Board of Regents Room

Pedestrian Mall

Grand Lawn – Buffalo Sports Park

Parking Area West of Track and Field – Buffalo Sports Park

Parking Area, North of Buffalo Sports Park

President's Office Suite

Sybil B. Harrington Fine Arts Complex (Grand Lobby, Terrace, Happy State Bank Black Box Theatre, Recital Hall, and Branding Iron Theatre)

Dean's Suite – Mary Moody Northen, Room 161

Graduate Suite – Killgore Research Center, Room 103

Jack B. Kelley Student Center

Room 107 (Hazel Kelley Wilson Room)

Room 108 (Legends Club)

Room 151 (Legacy Hall)

Room 100K (Legacy Hall Foyer)

College of Business, Dean's Suite, Room 216, Classroom Center

Classroom Center 219 (classroom suitable for presentations)

Old Main Society Foyer and 2<sup>nd</sup> Floor Hallway of Old Main

Mary Moody Northen Hall (Art Gallery, Atrium and Patio)

**West Texas A&M University (page 2 of 2)**

Agriculture and Natural Sciences Building (Dean's Suite – Room 106, Atrium)

WTAMU Amarillo Center Chase Tower (Executive Office, Executive Conference Room Lounge, and Floors 7, 10 and 11)

Small Business Development Center

Ag/Business Incubator Building (training and break rooms)

Engineering and Computer Sciences Building (entry foyer and department head suite)

(Proposed/Approval Required):

Terrill Lawn

Courtyard of the Creative Research Laboratory at the Palo Duro Research Center

Old Main Room 228 [Institutional Advancement work/storage room RE storage of alcohol]

North lawn area of the Engineering Building