

UNIVERSITY of
HOUSTON

STUDENT AFFAIRS & ENROLLMENT SERVICES

Dean of Students Office

Registration of Alcoholic Beverage Distribution

NOTE: This form must be completed and returned to the Dean of Students Office (Student Center South, room 256) *at least fifteen (15) business days in advance of the event* for which alcohol is being served in order to give adequate time for processing.

1. Date form submitted _____

2. Name of individual, organization, department registering alcohol use:

Affiliation (please check)

- Student organization. Advisor's name: _____
Is this a registered student organization with the Center for Student Involvement? Yes No
- University department/entity. Vice President/Dean/Chairperson/Manager: _____
- Not affiliated with the University (off-campus individual or group)

3. Name and description of function at which you are serving alcoholic beverages

4. Weekday _____ Calendar date _____ Starting time _____ Time ending _____

5. Location of Event _____

a. Has this location been reserved through the Student Centers Conference and Reservations Office?

- Yes No Not applicable

b. Has an alternate location been arranged in case of rain?

- Yes No Not applicable

If yes, what location? _____

6. Expected attendance (#) _____ (NOTE: The University may require that you have University police officers present, at your expense, at events where alcohol is served. Factors to be considered include expected attendance, amount of alcohol to be served, and group's previous events. The University of Houston Police Department needs to be contacted *at least fifteen (15) business days* in advance of the event.)

7. To whom is the event open? (please check all that apply)

- members of the organization/entity serving the alcohol
- members and their invited guests
- the public in general
- the University community in general
- other target population (please describe)

8. Will persons under lawful drinking age be permitted to attend this event? Yes No
What provisions have you made for ensuring that no alcoholic beverages will be served to/consumed by persons under age?

carding at serving area

Carders 1. _____ 2. _____

carding at door/stamping hands of legal drinkers

having legal drinkers wear wristbands

other _____

9. What alcoholic beverages will be served?

beer

wine

What quantity will be served? _____

Servers 1. _____ 2. _____

10a. Admission charge (if any) _____

10b. Will any portion of the admission charge (if applicable) be used to pay for any portion of the cost for the alcoholic beverages? Yes No

11. Will all alcoholic beverages be available at no charge? Yes No

If no, identify the holder of a valid alcoholic beverage license/permit.

License/Permit #: _____ Name of holder: _____

Attach photocopy of license/permit if using off-campus catering service.

12. Will non-alcoholic soft-drinks be available? Yes No

If yes, list _____

Will there be a charge for these? Yes No

13. Will food items be available? Yes No

If yes, list _____

Will there be a charge for these? Yes No

14. Your name _____ SSN/PeopleSoft # _____

Position/title _____ Telephone # _____

Your Address _____

15. UH Faculty/Staff Advisor, Dean or Chairperson name: _____

UH Address: _____ UH extension #: _____

Will advisor, dean or chairperson named above be attending the event for which this registration is submitted? Yes No

I agree to comply with federal, state, and local laws regarding the distribution, possession, and consumption of alcoholic beverages. I have been given a copy of the UH alcohol beverage distribution policy and regulations, and I will make sure that they are enforced. I will have a signed copy of this Registration of Alcoholic Beverage Distribution Form available at the event as proof that it was obtained. I understand that information submitted herein will be relied upon by the UH Dean of Students office to determine if distribution procedures are being followed. I certify that the information in this registration form is complete and correct. I understand that the submission of false information and/or failure to follow federal, state, and local laws and university policies and procedures are grounds for appropriate disciplinary action. I understand that the Dean of Students or designee's signature is not confirming room reservation or police request. These must be done separately. I understand the signature simply reflects an acknowledgement that alcohol is being served according to UH Policy. The University accepts no liability.

Signature of person submitting request

Date

Dean of Students Office Use Only

____ Registration Accepted

____ Registration Rejected

____ Police Coverage Required

____ Police Coverage Waived

(See attached Police Request Form)

Additional Restrictions: _____

Date _____ Dean of Students Designee _____

Group Contacted (date) _____ Group pick-up their copy (date)
