# REQUEST FOR ALCOHOLIC BEVERAGE SERVICE
## LOWMAN STUDENT CENTER
## SAM HOUSTON STATE UNIVERSITY

Sponsoring Organization: ☐ Student ☐ University Sponsored ☐ Outside Organization

Function: _____

Date: _____ Time: _____ Location: _____

Type of Service Requested: ☐ Beer ☐ Mixed Drinks

☐ Wine ☐ Full Service Bar

One or more uniformed University Police Officers (or their designee) shall be required to be on duty throughout the duration of each catered event serving alcoholic beverages. Charges for police service will extend for one half hour beyond ending of event to allow time for participants to vacate facility.

Number of officers required: _____ Time officers required: _____

UPD Signature: _____ Date: _____

☐ UPD not required for this event. Recommend waiver of SHSU policy requiring UPD during this alcohol event.

We acknowledge receipt of the **LSC Alcoholic Beverage Policy** and accept the terms and responsibilities designated therein.

- Group Representative: _____
- Address: _____
- Phone: _____
- Date Requested Initiated: _____

Approval Recommended

LSC Director/Asst. Director: _____ Date: _____

LSC Licensed Caterer: _____ Date: _____

Dean of Students: _____ Date: _____

Vice President for Student Services: _____ Date: _____

President, SHSU: _____ Date: _____

Approved

Revised: 7/7/2009