



# 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 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 Facility Request Procedure (#24.01.01.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. **A four (4) hour maximum is permitted for alcohol service.**
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 **TWO (2) WEEKS** 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)); 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 (PLEASE DESCRIBE IN DETAIL HOW THE ALCOHOL WILL BE SERVED):  
 \_\_\_\_\_  
 \_\_\_\_\_

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: \_\_\_\_\_

## West Texas A&M University

Panhandle Plains Historical Museum and Lawn Area (east)  
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  
Dean's Conference Room – Mary Moody Northen, Room 178 [College of Fine  
Arts and Humanities Dean's Conference Room RE storage of alcohol prior to events]  
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)  
Agriculture and Natural Sciences Building (Dean's Suite – Room 106, Atrium)  
Agricultural Sciences Complex  
    Dean's Suite – Room 262  
    Academic/Research Building – Atrium/Foyer  
    Piehl-Schaeffer Pavilion  
    Courtyard  
    Multi-purpose Arena  
WTAMU Amarillo Center Building  
    Small Business Development Center (SBDC) – Room 105 A-T  
    Lobby Area (1<sup>st</sup> Floor) – Rooms 101, 190, 191, 193  
    Amarillo National Bank Conference Room – Rooms 189A, 189B  
    Catering Kitchen (1<sup>st</sup> Floor) – Room 187  
    Catering Kitchen (3<sup>rd</sup> Floor) – Room 305

## **West Texas A&M University (Continued)**

WTAMU Amarillo Center Building (Continued)

Buffalo Council Executive Board – Room 307

Administration and President's Suite – Room 316 A-N

Center for Learning Disabilities – Room 332 A-J

Atrium/Lobby (3<sup>rd</sup> Floor) – Room 391

Ag/Business Incubator Building (training and break rooms)

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

Terrill Lawn

Lawn Areas [north, east & west] of the Engineering and Computer Science Building

Lawn & Patio Areas [north & west] of the Agriculture and Science Building

Parking Lot North of The Box [weekend game days only (volleyball)]

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

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

West Entrance Lobby Areas (1st Floor and 2nd Floor) of the Fine Arts Complex in the Communication Department

## **Texas A&M AgriLife Research**

Centeq Building at College Station

The Gardens at Texas A&M University

AgriLife Center at College Station and nearby grounds

Agriculture and Life Sciences Building, 5<sup>th</sup> Floor, College Station, Texas

Research and Extension Center at Dallas

La Copita Research Area (Jim Wells County)

Borlaug Center for Southern Crop Improvement Library (Room 162)

Research and Extension Center at Lubbock / Halfway

Research Station at Pecos

Research Station at Sonora

Research and Extension Center at Beaumont

Research and Extension Center at Amarillo

Research and Extension Center at Vernon

Research and Extension Center at El Paso

Research and Extension Center at Overton

Research and Extension Center at San Angelo

Research and Extension Center at Stephenville

Research and Extension Center at Temple

Research and Extension Center at Uvalde

Research and Extension Center at Corpus Christi

Research and Extension Center at Weslaco




## Office of the President

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# MEMORANDUM

TO: Carolyn Krenek  
Manager, System Policy Office

FROM: Walter V. Wendler  
President 

DATE: June 26, 2018

SUBJECT: Addendum Request RE WTAMU Approved Alcohol Sites Report

West Texas A&M University would like to request an addendum to the newly approved Alcohol Sites Report May 2018-May 2019 due to special circumstances surrounding the WT Enterprise Center. The WT Enterprise Center helps local entrepreneurs build great companies with access to certified business coaches, industry expert specialists, top-notch facilities and high-level programs. The WT Enterprise Center recently acquired a new vendor that will need to utilize the commercial kitchen with the use of alcohol in recipes.

The alcohol would be delivered to the facility, stored in a locked unit within the dry storage area and would be kitchen-used in recipes with access by the client only. Due to the duration of the relationship between the WT Enterprise Center and the vendor being no less than one year, I feel that this warrants more than a temporary approval, requesting that the following locations be added as an addition to the WTAMU approved alcohol sites:

WT Enterprise Center  
Commercial Kitchen – Room 120A  
Dry Storage Area – Room 119

Your consideration of this addendum request is very much appreciated. Please feel free to contact my office should you have any further questions.