

## Making arrangements to offer alcohol on the Health Sciences Campus

Health Sciences Student Affairs regulates the offering of alcoholic beverages in the Health Sciences Student Union, the Health Sciences Student Union Patio(s), University Village Apartments, the Pavilion, and the Intramural Fields. The Health Sciences Office of Administration & Finance regulates the offering of alcoholic beverages at all *other* locations on the Health Sciences Campus. Please note the directions and guidelines below.

- Submit an Alcohol Service Permission Request letter to the appropriate contact. See **Sample Alcohol Service Permission Letter** for an example. As applicable, the letter must include:
  - Date of event
  - Beginning time/ending time of the event (alcohol service stops thirty (30) minutes before the end of the event)
  - Confirmation of HSC OUPD reservation
  - Confirmation and contact information of faculty/staff sponsor (including cell phone number)
  - Location of event
- Please address the letter to the appropriate contact based on the location of your event:

*For HSC Student Union, HSC Student Union Patio, University Village, the Pavilion, and the Intramural Fields:*

Kate Stanton, Associate Vice President for HSC Student Affairs CC:

cc: Keli Nicks, Administrative Coordinator for HSC Student Affairs

**OR**

*For all other Health Sciences Campus locations:*

Paul Manzelli, Sr. Assoc. Vice President for Administration & Finance

cc: Sonja Hall, Administrative Manager for Administration and Finance

- Email or mail your request to the appropriate office:

Health Sciences Student  
Affairs [Students@ouhsc.edu](mailto:Students@ouhsc.edu)  
1106 North Stonewall  
HSC Student Union, Suite 300  
Oklahoma City, OK 73117

Health Sciences Administration &  
Finance [Sonja-Hall@ouhsc.edu](mailto:Sonja-Hall@ouhsc.edu)  
865 Research Parkway, Suite 530  
P.O. Box 26901  
Oklahoma City, OK 73104

- Beer and wine are the only alcoholic beverages approved for consumption on the Health Sciences Campus. All such beverages must be ordered from and served by a licensed caterer (with a permit to serve alcohol) in accordance with these guidelines.
- Please note the service of alcohol must end thirty (30) minutes before the stated conclusion of the event. For example, if the event is scheduled from 4-6 p.m., the *service* of alcohol must end by 5:30 p.m. All alcohol must be *disposed* of by 6 p.m.
- Schedule and pay for OUHSC police officers by visiting the OUHSC Police webpage: <https://www.ouhsc.edu/police/Contact-Us/Request-Police-Services-for-Special-Events>. An officer must be present until all alcohol is disposed of. For questions, please contact:
  - [marissa-warma@ouhsc.edu](mailto:marissa-warma@ouhsc.edu) - (405) 271-3144
- The student organization adviser must be present during the entirety of the event.
- At least 24 hours' notice is required for cancellations of events. Notice must be given to the Campus Police and Health Sciences Student Affairs.