



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

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

- Submit Alcohol Service Permission Request letter to the appropriate contact. See **Sample Alcohol Service Permission Letter** for an example. As applicable, letter must include:
  - Date of event
  - Beginning time/ending time of the event (alcohol service stops thirty (30) minutes prior to end of 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 DLB Student Union, DLB Student Union Patio, University Village, the Pavilion, and the Intramural Fields:*

Kate Stanton, Assistant Vice President for HSC Student Affairs  
CC: Shelley Medrano, Office Manager for HSC Student Affairs

**OR**

*For all other HSC Campus locations:*

Paul Manzelli, Associate Vice President for Administration & Finance  
CC: Sonja Hall, Administrative Coordinator for Administration and Finance

- Email or mail your request to appropriate office:

HSC Student Affairs  
[Shelley-Medrano@ouhsc.edu](mailto:Shelley-Medrano@ouhsc.edu)  
1106 North Stonewall  
David L. Boren Student Union, Suite 300  
Oklahoma City, OK 73117

HSC 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 HSC Campus. All such beverages must be ordered from and served by a licensed caterer (with 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: <http://www.ouhsc.edu/police/ResourcesLinks/RequestPoliceServices.aspx>. Officer must be present until all alcohol is disposed of. For questions, please contact:
  - [Elizabeth-Foreman@ouhsc.edu](mailto:Elizabeth-Foreman@ouhsc.edu), (405) 271-3144
- 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 OUHSC Campus Police, HSC Food Services (and/or other catering provider), and to HSC Student Affairs.