

**TEXAS WOMAN'S UNIVERSITY**  
**EVENT & ALCOHOLIC BEVERAGE USE REQUEST**

Name/Organization: \_\_\_\_\_

Affiliation: \_\_\_\_\_ Student \_\_\_\_\_ Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Alumni \_\_\_\_\_ Other: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Set up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Location: \_\_\_ Denton \_\_\_ Dallas \_\_\_ Houston Building(s): \_\_\_\_\_ Room(s): \_\_\_\_\_

To who is the event open? (Check all that apply):

- \_\_\_\_\_ The public in General \_\_\_\_\_ TWU Community in General  
\_\_\_\_\_ Only members of the requesting organization/entity \_\_\_\_\_ Only members and their invited guests

Will Alcohol be served/ \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please fill out the '\*' questions

\* Alcoholic beverage to be served: \_\_\_ Cash Bar \_\_\_ Open Bar \_\_\_ Keg \_\_\_ Wine \_\_\_ Other \_\_\_\_\_

\*What beverages will you have for those under 21? \_\_\_\_\_

\*What provisions will be made to ensure those under 21 will not be served or consume alcohol? \_\_\_\_\_

\*\*\*\*\*

I understand that it is illegal to consume or to possess with intent to consume an alcoholic beverage in a public place any time after 12:15am until 7am, Monday-Saturday and from 1:15am-12 noon on Sunday. I hereby agree to ensure compliance with applicable state laws and University policy governing the use of alcoholic beverages. I further understand that I, and the entity I represent, will be held liable for cleanup and/or damages to the facility, equipment, or furnishings of the University occurring from this event, and that the deposit will be forfeited. I have received, read, and agree to comply with the policies and procedures of Texas Woman's University related to events.

\_\_\_\_\_  
Name: (Please Print) Signature Date

Phone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_ (Other) \_\_\_\_\_

Address: \_\_\_\_\_

**STUDENT ORGANIZATIONS**

Director of Center for Student Development/Student Life Coordinator: \_\_\_\_\_  
Signature Date

**TO AVOID CANCELLATION, PAYMENT FOR SECURITY MUST BE RECEIVED**  
**AT LEAST 15 WORKING DAYS IN ADVANCE OF THE EVENT.**

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FOR OFFICE USE ONLY

Facilities Coordinator: \_\_\_\_\_  
Signature Date

Administrative Officer: \_\_\_\_\_  
Signature Date

TWU DPS: \_\_\_\_\_  
Signature Date

RECOMMENDATIONS	
Amount Owed:	_____
Number of Officers:	_____
Number of Total Hours:	_____
Charge Time Start:	_____ End Time: _____

NOTES: \_\_\_\_\_

## TEXAS WOMAN'S UNIVERSITY LARGE EVENT POLICY

Texas Woman's University defines a large event as any event with an anticipated attendance of 100 individuals or more. This Large Event Policy, which includes guidelines designed to provide safety and risk management for large events, applies to all events of this size not specifically exempted by the Large Events Review Committee.

**Facilities:** Facilities to be used will be determined by the type of event and the projected attendance.

**Exceptions:** Events managed by University administrative components may be exempt. Additionally, the Large Events Review Committee may review events co-sponsored by the University and another organization, for exception and/or exemption.

### Guidelines

1. One TWU public safety officer per 100 participants is required to be present at all large events and at all events where alcohol is served unless the Large Events Review Committee reviews and recommends an exception to the policy. The sponsoring organization or individual is responsible for payment for security services, **and payment is due 15 working days prior to the event. The Large Event/Alcohol Usage request form must be returned to the facilities' coordinator at least 30 working days prior to the Large Events Review Committee meeting. The required time frame excludes University holidays. Contact your facilities coordinator for meeting dates.**
2. All late night events must end by 1:00 a.m. Clean up must be completed by 2:00 a.m. For outdoor events, amplified sound must end by 10:00 p.m. All events must comply with the city noise ordinances. The Large Event Committee must approve outdoor events with amplified sound that may conflict with events in nearby buildings. The University reserves the right to stop or reduce sound if complaints are received.
3. The sponsoring organization or individual is responsible for leaving the facility, grounds, and parking areas free of trash and litter. Forfeiture of all or part of the deposit or actual charges may be required if it is necessary to provide additional cleaning after an event.
4. Officers will make rounds through the buildings and nearby grounds, and additional officers may be assigned to parking areas. Officers will remain on duty at least 1 hour after the event ends and/or all guests have left the TWU campus.
5. Estimates of attendance may be increased or decreased by the Large Events Review Committee.
6. Texas Woman's University, through the Large Events Review Committee, reserves the right to refuse the use of buildings, grounds, and facilities for any activity for reasons of priority use by university groups, calendar issues, non-payment, or concerns for community safety.
7. The Large Events Review Committee will include: Director of the Student Center, Director of the Center for Student Development, Director of Public Safety, Director of Conference Services, Coordinator of Academic Facilities, and Assistant Vice President for Student Life and/or their designees. The committee meets on a regular basis to review reservation requests.

**Student Organizations:** All student organizations requesting reservations for large events must first have the reservation signed in the Center for Student Development to indicate registration and calendar approval. An advisor of the sponsoring student organization must be present for the duration of the event.