

**GUIDELINES FOR THE SERVICE OF  
ALCOHOLIC BEVERAGES  
IN THE STUDENT UNION**

**I. Policy:**

University Policy 30:10-03-01 allows alcoholic beverages (to include beer) to be served "at special events and functions in the catering venues in the Student Union." In keeping with the intent of this Policy, Student Union Management defines its catering venues as the Oklahoma Room, Regency Room, Ballroom, Sequoyah Room, Suite 1600, Starlight Terrace, Exhibit 1, Exhibit 2, Case Study 1, Case Study 2, Council Room, Pioneer Room, Varsity Room, Theatre, Cowboy Underground, Campus Life Lounge and French Lounge.

The Student Union may cater special events that include alcoholic beverage service in other campus venues that have been approved by University Policy, under the guidelines contained, herein.

All consumption, possession and service of alcoholic beverages shall be in strict compliance with the Oklahoma Alcoholic Beverage Control Act and other applicable laws of the State of Oklahoma.

All requests for the service of beer and/or alcoholic beverages must have the expressed approval of the Student Union Director.

**II. Procedures for Scheduling of Facilities:**

All requests for catering of alcoholic beverages in the Student Union must be initiated with the SU Meeting and Conference Services Office.

Staff of this office must obtain necessary approval for the requested event from the Student Union Director and retain an approved licensed provider of alcoholic beverages before any such event is officially scheduled.

**III. Requirements for Events Serving Alcoholic Beverages:**

The following guidelines govern the service of alcoholic beverages in designated Student Union catering venues:

- A. All service and sale of alcoholic beverages must be through an approved licensed provider arranged by SU Meeting and Conference Services. No alcoholic beverages may be brought into the Union, or into an event catered by the Union, except as expressly approved by the Student Union and provided through a licensed vendor. The licensed vendor of choice will be the Rancher's Club, LLC.
- B. The individual or agency sponsoring the event and the licensed vendor assume responsibility for compliance with all Oklahoma laws and University policies governing the dispensing and serving of alcoholic beverages.
- C. The individual or agency sponsoring the event assumes responsibility for direct payment to the licensed provider for services rendered.

- D. Only persons of legal drinking age may possess, be served, or be permitted to consume alcoholic beverages. Events where alcoholic beverages are served may not be open to the public.
- E. For on campus events catered by the Student Union, no alcoholic beverages shall be made available before 4:00 p.m. on normal University work days (Monday through Friday).
- F. When alcohol is served, non-alcoholic beverages and ample food must also be made available to guests.
- G. Alcoholic beverages are not allowed outside the designated room(s) of the event.
- H. The Student Union reserves the right to control the time and length of an event in which alcohol is served. The Student Union further reserves the right to deny service to individuals and to discontinue the service of alcoholic beverages prior to the scheduled ending time should the conduct and decorum of the guests or violations of these guidelines or state laws make it necessary to do so. If the Student Union deems it necessary to have security at the event; it will arrange such, at the expense of the sponsor.

APPROVED:



6-15-15

E. Mitchell Kilcrease, Student Union Director

Date

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October 9, 2012  
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