

Alcoholic Beverage Service | Health Sciences

The serving of alcoholic beverages at University of Oklahoma Health Sciences-owned or -operated facilities¹ must comply with the following. (For information on reserving these facilities, consult the Facilities Use Procedures, available [here](#).)

A. Serving Alcohol

1. The serving of alcoholic beverages on Health Sciences-owned and -operated property shall be only by a licensed caterer, who shall be responsible for checking identification.
2. The licensed caterer shall furnish the event host with proof of General Liability and Liquor Liability Insurance with minimum limits of \$1,000,000 per occurrence/\$1,000,000 aggregate. The Board of Regents of the University of Oklahoma shall be named as a Certificate Holder on the Certificate of Insurance, which shall be provided to the Facility Coordinator at least seven (7) University business days prior to the event. The Facility Coordinator shall send the proof to Enterprise Risk Management at least five (5) University business days prior to the event.
3. Alcohol may not be served until Campus Police or security officers are present if security services are deemed necessary based on the criteria below.
4. Service of alcohol must end at least 30 minutes before the approved event ending time.
5. Beer and wine are the only alcoholic beverages allowed at events hosted by HSC program students.

B. Security Requirements

1. Campus Police officers or approved security services **must** be on site during the serving and consumption of alcohol on HSC-owned and -operated property when:
 - a. The event is held by groups/individuals who are not formally affiliated with the University (e.g., local Toastmasters group).
 - b. The event is held by a formally affiliated University group/individual but for non-University purposes (e.g., employee hosting private celebration or hosting speaker for private group).
 - c. The event is held by Health Sciences program students.
 - d. Campus Police as well as University administration require security at any event held by any other group, when deemed to be in the University's best interest.
2. When security is *required*, at least two officers must be present. Campus Police may require additional officers if deemed appropriate for the safety and security of campus or attendees. The event host may, at the host's discretion, choose to retain Campus Police officers or approved security services in all other instances.

¹ For information on the service of alcohol in OU-owned and -operated facilities supporting OU Tulsa programs, please contact the Office of the Vice President, OU-Tulsa.

3. The event host will schedule and pay for Campus Police services through the HSC Campus Police Department and will schedule and pay for approved outside security in accordance with applicable HSC vendor procedures.

C. Notice and Approval Process

Prior to the event at which alcohol will be served, the host will seek the following approvals and comply with the following:

1. The host must email a request for approval to serve alcohol at least five (5) University business days prior to the event to the appropriate department based on location of event (see below). The email request must include:
 - a. the date, time, location of the event;
 - b. the name and contact information for the host of the event; and
 - c. confirmation that a licensed caterer will serve all alcohol
2. The designated approving department is either:
 - a. Health Sciences Student Affairs - Approves the offering of alcoholic beverages in the Health Sciences Student Union, Union patios, University Village Apartments, the Pavilion, and the Intramural Fields. Email request to Students@ouhsc.edu.
 - b. Health Sciences Office of Administration & Finance - Approves the offering of alcoholic beverages at all *other* HSC-owned -operated locations. Email request to adminandfinancehsc@ou.edu.
3. The designated approving department will notify Campus Police, the Office of Enterprise Risk Management of the event, as well as others, as appropriate (e.g., Office of Legal Counsel, Senior Vice President and Provost).

D. Revocation of Permission to Serve

1. OU Health Sciences may require alcohol service stop at any time, in the event Campus Police or University administration determine it is in the best interest of the University to do so.
2. OU Health Sciences, through Enterprise Risk Management, may revoke the permission to serve alcohol if the required proof of insurance is not received within the designated time.

Questions regarding this Health Sciences policy may be referred to the Office of the Senior Vice President and Provost or the Office of Enterprise Risk Management. Approved August 27, 2025.