

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, 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. As applicable, the letter must include:
 - o Date of event.
 - o Beginning and ending time of event. Alcohol must stop 30 minutes before the end of the event.
 - o Location of event.
 - o Name of event and purpose.
 - o Contact information of faculty/staff sponsor (including cell phone number).
 - o Name of licensed caterer serving alcohol.
- Please address the letter to the appropriate contact based on the location of your event, and email or mail your request to the appropriate office:

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

Michael Harrington, Executive Director for HSC Student Affairs

Health Sciences Student Affairs
students@ouhsc.edu
1106 N. Stonewall Ave.
Health Sciences Student Union, Suite 300
Oklahoma City, OK 73117

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

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