

## **PROCEDURES FOR THE SALE AND SERVICE OF ALCOHOL ON THE SMU CAMPUS**

The sale and service of alcoholic beverages on the SMU Campus is authorized and regulated by the Texas Alcoholic Beverage Commission (“TABC”) and Southern Methodist University (“SMU”) policies and procedures, through the SMU Office of Campus Services. Pursuant to SMU [Policy 1.15, Alcohol Policy](#), the University has adopted the following Procedures for the Sale and Service of Alcohol at events held on the SMU main campus located in University Park, Texas (“Procedures”). These Procedures may be amended from time to time by SMU, without prior notice. It is the responsibility of any individual or group requesting approval for the sale and/or service of alcohol on the SMU campus to review and comply with these Procedures

### **DEFINITIONS**

“Approved Outside Caterer” – Non-SMU Catering vendor pre-approved by SMU Director of Purchasing and Associate Vice President of Campus Services to furnish food.

“External Events” – Any event or activity held on the SMU campus, in any SMU facility, building, or space, that is organized by a non-SMU affiliated individual or group. For purposes of these Procedures, this includes third-parties such as SMU alumni, vendors, donors, non-profit and/or for-profit organizations and businesses. The majority of the participants are not SMU employees or students.

“Internal Events” – An event or activity held on the SMU campus, in any SMU facility, building, or space, planned and executed by an academic or business unit division/department, faculty/staff group, University administration or chartered student organization where a majority of the participants are SMU employees or students.

“Requestor” – Any individual or organization requesting the sale and/or service of alcohol on the SMU Campus.

“SMU Catering” – SMU’s officially designated vendor for the sale/service of alcohol and/or food for all Events held on the SMU main campus.

“Student Events” – Any event or activity held on the SMU campus, in any SMU facility, building, or space, that is sponsored or organized by an SMU student organization, or SMU department, where SMU students are the primary attendees.

### **PROCESS REQUIREMENTS**

#### **A. SMU Student Events**

In accordance with TABC requirements, the following procedures must be observed at all Student Events where alcohol is sold and/or served. SMU Catering is the University’s officially designated vendor for alcohol service/sales and food for all events and all venues on the SMU campus.

1. Sale/Service of alcohol on campus for any events where SMU students or individuals under the age of 21 will attend is limited to beer, wine and champagne. Kegs are prohibited on campus for any Student Events.
2. SMU Student Event requestors must submit an event request through STABLE for approval by the Vice President for Student Affairs no less than twenty (20) days prior to the event. A diagram showing the address, floor plans, and areas in the event space designated for alcohol service must be included. This diagram must show location of bars, buffets, rounds, etc., plus the location of entrances and exits. All students who are 21 years of age or older are required to have an event specific wrist tag throughout the event. Submitting the request via STABLE does not guarantee approval.
3. All ID checkers must have a current, active, and valid training certification through the TABC. For all Student Events there must be at least one certified ID checker per every 100 guests. All SMU Catering bartenders must have a current, active, and valid training certification through TABC. There must be a minimum of one certified bartender per every 100 guests. This is in addition to the ID checker.

4. The service of alcohol is limited to 3 1/2 hours including a reception and dinner. Alcohol service must end by 1:30 a.m.
5. SMU Catering must remove any unused alcohol from the venue after each event. Internal Event sponsors/attendees are not allowed to remove unused alcohol from the venue.
6. Alcohol billing will be based on consumption for beer/wine. A variety of packages will be available.
7. Cash bars may be permitted, if approved by the Vice President of Student Affairs through STABLE.
8. A sufficient amount of non-salty foods and non-alcohol beverages must be served at all events where alcohol is served. The amount of food and non-alcoholic beverages must be in proportion to the expected attendance.
9. SMU PD must review security requirements for any event where alcohol is served/sold. Please complete the SMU PD Security Event Request form: <https://www.smu.edu/BusinessFinance/Police/Help-and-Services/Event-security-request>. Charges for SMUPD/Licensed Security personnel will be charged to the SMU Department sponsoring the Event.

## **B. Internal Events**

In accordance with TABC requirements, the following procedures must be observed at all Internal Events where alcohol is sold and/or served. SMU Catering is the University's contractually designated vendor for alcohol service/sales and food for all events and all venues on the SMU campus.

1. SMU Events held in outdoor spaces on campus may be required by the TABC to have a fenced perimeter when serving/selling alcohol. Entrances and exits must be staffed by trained personnel to ensure that no alcohol enters or exits the area. Event planners must consult with the Director of SMU Catering no later than twelve (12) days prior to the Event to ensure compliance with any applicable TABC regulations and requirements.
2. Internal Event requestors must submit an event request through STABLE for approval by the Associate Vice President for Campus Services no less than twenty days prior to the Event. SMU Catering must be provided a diagram showing the SMU address, floor plans, and areas in the event space designated for alcohol service. This diagram must show location of bars, buffets, rounds, etc., plus the location of entrances and exits. Submitting the request via STABLE does not guarantee approval.
3. If Internal Event guests will include individuals under 21 years of age, guests who are age 21 or older are required to have an event specific wrist tag throughout the Event.
4. All SMU Catering bartenders must have a current, active, and valid training certification through TABC. There must be a minimum of one certified bartender per every 100 guests. This is in addition to the ID checker.
5. The service of alcohol is limited to 3 1/2 hours including a reception and dinner. Alcohol service must end by 1:30 a.m.
6. SMU Catering must remove any unused alcohol from the venue after each event. Internal Event sponsors/attendees are not allowed to remove unused alcohol from the venue.
7. Alcohol billing will be based on consumption for beer/wine. A variety of packages will be available.
8. Cash bars may be permitted, if approved by the Associate Vice President of Campus Services through STABLE.

9. A sufficient amount of non-salty foods and non-alcohol beverages must be served at all events where alcohol is served. The amount of food and non-alcoholic beverages must be in proportion to the expected attendance.
10. SMU PD must review security requirements for any event where alcohol is served/sold and will determine if security is needed at the event. Please complete the SMU PD Security Event Request form: <https://www.smu.edu/BusinessFinance/Police/Help-and-Services/Event-security-request>. Charges for SMUPD/Licensed Security personnel will be charged to the SMU Department sponsoring the Event

### **C. External Events**

In accordance with TABC requirements, the following procedures must be observed at all External Events where alcohol is sold and/or served. SMU Catering is the University's contractually designated vendor for alcohol service/sales and food for all events and all venues on the SMU campus.

1. The SMU point of contact for the External Event requestor must enter the event in STABLE for approval by the Associate Vice President of Campus Services no less than twenty (20) days prior to the event. Submitting the request via STABLE does not guarantee approval.
2. SMU Catering, no later than twelve (12) business days prior to the event, must be provided a diagram showing the SMU address, floor plans, and areas in the event space designated for alcohol service. This diagram must show location of bars, buffets, rounds, etc., plus the location of entrances and exits.
3. If External Event guests will include individuals under 21 years of age, guests who are age 21 or older are required to have an event specific wrist tag throughout the Event.
4. All SMU Catering bartenders must have a current, active, and valid training certification through TABC. There must be a minimum of one certified bartender per every 100 guests. This is in addition to the ID checker.
5. The service of alcohol is limited to 3 1/2 hours including a reception and dinner. Alcohol service must end by 1:30 a.m.
6. SMU Catering must remove any unused alcohol from the venue after each event. External Event sponsors/attendees are not allowed to remove unused alcohol.
7. Alcohol billing will be per person/drink, not by consumption. A variety of packages will be available.
8. Cash bars may be permitted but External Event requestors must obtain prior written permission from the Associate Vice President for Campus Events.
9. A sufficient amount of non-salty foods and non-alcohol beverages must be served at all events where alcohol is served. The amount of food and non-alcoholic beverages must be in proportion to the expected attendance.
10. SMU PD must review security requirements for any event where alcohol is served/sold and will determine if security is needed at the event. Please complete the SMU PD Security Event Request form: <https://www.smu.edu/BusinessFinance/Police/Help-and-Services/Event-security-request>. Charges for SMUPD/Licensed Security personnel will be charged to the SMU Department sponsoring the Event.

### **D. Locations for Alcohol Service on Campus**

Event planners must coordinate any service and/or sale of alcoholic beverages on the SMU campus through SMU Catering. Service and sales of alcoholic beverages are prohibited in academic classrooms, research facilities, residence halls, SMU libraries, and the SMU Childcare Center.

## E. Usage of Outside Catering

Any request to use a vendor other than SMU Catering to provide food at any Event held on the SMU Campus must be pre-approved by the Director of Purchasing and the Associate Vice President for Campus Services.

As part of the approval process, the Event Planner must obtain from the proposed vendor the following:

- Current Health Permit

- Certificate of Insurance:

The Certificate of Insurance must have the following coverages and minimum limits of liability:

• Line of Coverage	• Description of Coverage and minimum Limits of Liability	• SMU Included as Additional Insured Required
<ul style="list-style-type: none"> <li>• General Liability</li> <li>• CG 00 01</li> </ul>	<ul style="list-style-type: none"> <li>• Premises Liability \$1,000,000 per occurrence</li> <li>• Personal Injury \$1,000,000</li> <li>• Products Liability \$1,000,000</li> <li>• Medical Payments \$10,000</li> <li>• Sexual Molestation/Assault \$50,000</li> <li>• General Aggregate \$2,000,000</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> </ul>
<ul style="list-style-type: none"> <li>• Automobile Liability</li> <li>• CG 00 01</li> <li>• CA 00 05, ..12, ..20</li> </ul>	<ul style="list-style-type: none"> <li>• Combined Single Limit \$1,000,000 (any auto)</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> </ul>
<ul style="list-style-type: none"> <li>• Workers' Compensation</li> </ul>	<ul style="list-style-type: none"> <li>• Injury/Illness Statutorily required limits</li> <li>• Employer's Liability \$1,000,000</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

SMU must be included as additional insured unless noted otherwise on the attached form and must include the following language:

***Southern Methodist University, its trustees, officers, employees, students, volunteers and agents are included as additional insureds (as the interest of each insured may appear) as to all insurance coverage required.***

- Complete Event quote on Vendor Letterhead

The Event Planner must provide the above documents to the Director of Purchasing and the Associate Director of Campus Services no less than thirty (30) days prior to the event for review and approval. These requirements are the minimum that must be met for an outside caterer to be considered for use. Approval will not be arbitrarily withheld. It is understood that certain events require outside caterers to be used.

SMU Catering is the exclusive TABC permit holder for several locations on campus and is the exclusive provider and servicer of alcoholic beverages for all campus events.

## F. Service of Donated Alcohol on Campus

Service of donated alcoholic beverages at an Internal or External Event on the SMU campus may be permitted as a special exception but requires prior written approval by the Director of Purchasing and the Associate Vice President for Campus Services.

1. Requests for exceptions in order for donated alcoholic beverages to be served by SMU Catering at either an Internal or External Event, must be submitted via STABLE no later than thirty (30) days prior to the Event date.
2. If an exception is granted by SMU, any donated alcoholic beverages served at the Event must be offered and provided free of any charge upon the request of any non-intoxicated person at least 21 years of age.

3. "Free of any charge" means donated alcohol cannot be sold at a cash bar, conditioned upon whether the person has paid a membership fee, entrance fee, door charge, meal charge, ticket price, or any other fee for the event.
4. The organization shall not request donations or tips or otherwise receive money in exchange for allowing Event attendees and guests being served the donated alcoholic beverage(s).
5. Donated alcohol must be delivered to SMU Catering a minimum of forty-eight (48) hours prior to the Event. A list of all donated alcohol with brand and amounts must be included with the delivery. Donated alcohol will incur additional corkage fees by SMU Catering.
6. SMU Catering must remove any unused alcohol from the venue after each event. Event sponsors/attendees are not allowed to remove unused alcohol.

# ADDITIONAL INFORMATION:

## IMPORTANT

Alcohol requests via STABLE must be submitted at least twenty (20) days in advance of the Event date allowing adequate time to process the request prior to submitting to the TABC. Please consult with SMU Catering to determine which TABC license option is required for your Event. Please see <https://www.tabc.texas.gov/services/abc-licenses-permits/temporary-event-authorizations/> for additional information and required TABC forms.

- Please review and understand the [Policies and Procedures for Events on Campus](#).
- **ARAMARK/SMU Catering is the exclusive provider and servicer of alcoholic beverages for campus events.**
- Fees charged by [TABC](#) are passed to the SMU Department sponsoring an Event.
  - \$300 for applications received by TABC up to seven (7) business days before the event
  - \$500 for applications received by TABC six (6) to four (4) business days before the event
  - \$900 for applications received by TABC three (3) to one (1) business day before the event
- Alcoholic beverages may not be brought into or leave the Event site.
- No alcoholic beverages may be sold or served to a visibly intoxicated person.
- Any event attendee, regardless of age, that is visibly intoxicated or disruptive will be escorted from the event. Additionally, any event attendee in violation of Texas law may be subject to arrest by SMUPD or other law enforcement officials with appropriate jurisdiction. SMU staff and faculty may also be subject to additional consequences under appropriate SMU Policies. Students are subject to discipline in accordance with the SMU *Student Code of Conduct* as well as applicable SMU Policies.
- The Alcohol Request must be entered in STABLE and will be reviewed by the Vice President of Student Affairs or the Associate Vice President for Campus Services. This submission is separate from any approval(s) that may be required by SMU Risk Management ([Certificate of Insurance \(COI\) Request](#)) or Legal Affairs related to your Event. Additional approvals may be required for any Student Events- please check with the Office of the Dean of Students for additional information.
- SMU PD must review security requirements for any event where alcohol is served/sold and will determine if security is needed at the event. Please complete the SMU PD Security Event Request form: <https://www.smu.edu/BusinessFinance/Police/Help-and-Services/Event-security-request>. Charges for SMUPD/Licensed Security personnel will be charged to the SMU Department sponsoring the Event