

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 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 and listed in the Requestor field on the STABLE events form.

“SMU Catering” – SMU’s preferred 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

In accordance with TABC requirements, the following procedures must be observed for all events where alcohol is served and/or sold.

Event Requestors must submit an event request through STABLE for approval 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. **Submitting the request via STABLE does not guarantee approval.**

All students who are 21 years of age or older are required to have an event specific wrist tag throughout the event. Sale/Service of hard alcohol on campus for any events where SMU students or individuals under the age of 21 will attend requires approval by the Senior Vice President of Student Affairs. Kegs are prohibited on campus for any Student Events.

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 catering vendor no later than twelve (12) days prior to the Event to ensure compliance with any applicable TABC regulations and requirements.

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 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.

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.

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.

SMU PD must review security requirements for any event where alcohol is served/sold. Charges for SMUPD/Licensed Security personnel will be charged to the SMU Department sponsoring the Event.

Cash bars require approval by the Associate Vice President of Campus Services or the Senior Vice President of Student Affairs and may only be offered through SMU Catering.

SMU Catering or the approved external vendor 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.

A. Locations for Alcohol Service on Campus

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

SMU Catering is the exclusive TABC permit holder for several locations on campus including Umphrey Lee, Ford Stadium, and Moody Coliseum. No external vendor is permitted to provide and serve alcohol in these buildings.

B. Service of Donated Alcohol on Campus

Service of donated alcoholic beverages on the SMU campus may be permitted as a special exception but requires prior written approval by the Director of Purchasing. Only SMU Catering is permitted to serve donated alcohol on campus.

1. Requests for exceptions in order for donated alcoholic beverages to be served by SMU Catering at a Student, 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 the event site and accepted by 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. Any unused bottles of alcohol must be removed by the Requestor upon completion of the event. Open bottles of alcohol may not be transported and must be disposed of.
7. Events with Donated alcohol do not require a TABC permit to be pulled.
8. Events with Donated alcohol can only serve the donated product.

C. Usage of Outside Catering

SMU Catering is the preferred vendor for alcohol service on campus. If your event meets any of the following criteria, you **must** use SMU Catering for alcohol service:

- The event venue is in Ford Stadium, Moody Coliseum, or Umphrey Lee
- Donated alcohol will be served
- A cash bar will be available

SMU Purchasing maintains a list of additional pre-approved outside vendors who may also be engaged. Any request to use a vendor other than SMU Catering or a pre-approved caterer to provide alcohol at any Event held on the SMU Campus requires approval by the Director of Purchasing.

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
• General Liability • CG 00 01	• Premises Liability \$1,000,000 per occurrence • Personal Injury \$1,000,000 • Products Liability \$1,000,000 • Medical Payments \$10,000 • Sexual Molestation/Assault \$50,000 • General Aggregate \$2,000,000	Yes
• Automobile Liability • CG 00 01 • CA 00 05, ..12, ..20	• Combined Single Limit \$1,000,000 (any auto)	Yes
• Workers' Compensation	• Injury/Illness Statutorily required limits • Employer's Liability \$1,000,000	N/A

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
- A diagram showing the street address, building, or facility name (if applicable), floor plans, and areas in the event space designated for alcohol service must be included. This diagram must show the location of bars, buffets, rounds, etc plus the location of entrances and exits.

The Event Planner or Requestor must provide the above documents to the Director of Purchasing via STABLE no less than thirty (20) 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.

ADDITIONAL INFORMATION:

IMPORTANT

Alcohol requests must be submitted via STABLE 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 see <https://www.tabc.texas.gov/services/tabc-licenses-permits/temporary-event-authorizations/> for additional information and required TABC forms.

- Please review and understand the [Policies and Procedures for Events on Campus](#).
- SMU Catering or the approved external vendor is responsible for obtaining a TABC permit per event.
- Fees charged by [TABC](#) are passed to the SMU Department sponsoring an Event.
 - \$50 for application received by TABC at least ten (10) business days before the 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 via the appropriate request form and will be reviewed. This submission is separate from any approval(s) that may be required by SMU Risk Management ([Certificate of Insurance \(COI\) Request](#)). 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. Charges for SMUPD/Licensed Security personnel will be charged to the SMU Department sponsoring the Event.
- The following procedure must be followed by SMU Catering or the approved external vendor responsible for providing and serving alcohol:
 - Event request is submitted in STABLE. Appropriate suborder is assigned to SMU Catering or SMU Purchasing.
 - SMU Catering or Purchasing will notify Legal Affairs of the event details and include the completed TABC diagram form showing the street address, building, or facility name, floor plans and areas in the event space designated for alcohol service.
 - Legal Affairs will prepare and circulate the letter of permissions from SMU, as the property owner, authorizing the sale/service of alcoholic beverages on the SMU property.
 - The SMU letter of permission will be provided to SMU Catering or the approved vendor. SMU Catering or the external vendor must then obtain the appropriate TABC temporary event permit prior to the event. The permit must be displayed at the event.