



SUB-TOPIC

ALCOHOLIC BEVERAGES POLICY

The Regents' *Rules and Regulations* provide that, with respect to the possession and consumption of alcoholic beverages, State law will be strictly enforced at all times on property controlled by The University of Texas System. Further, the rules prohibit the possession or consumption of alcoholic beverages in classroom buildings, laboratories, auditoriums, libraries, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities and all other University property or buildings. However, the Regents' *Rules and Regulations* provide that regental rules (but not State law) may be waived at an event sponsored by the University with the prior consent of the institutional head for special occasions. See Regents' *Rules and Regulations*, Series 80102, Alcoholic Beverages.

The guidelines for the type of events for which an exception may be approved are defined as activities having a broad developmental focus; some examples include an advisory council dinner or a reception for a donor, an opening of a building or an art/museum exhibit, an alumni gathering, a community outreach function, or other developmental outreach-related event. Receptions held in conjunction with invited regional/national conferences and symposia hosted by the University, as well as events hosted in private home with alcoholic beverages provided by the University, fall under these guidelines. The homeowner should possess liability insurance that will cover injuries that may be suffered by guests attending approved events.

A written request for waiver of the Regents' *Rules and Regulations* concerning consumption of alcoholic beverages must be forwarded to the President's Designee using the "Special Events Risk Assessment" form (see the University's website for Electronic Forms). All requests must be initiated by a Dean, Director or above. The written request must be delivered to the President's Designee no later than 10 business days prior to the scheduled event.

A Responsible University Official ("RUO") must sponsor or co-sponsor the event and must attend the entire function in order to receive approval for permission to serve alcohol for a special occasion. The RUO must be an employee who serves in a leadership capacity (i.e., Vice President, Director, Dean, Program Head, Faculty, etc.). State law, the Regents' *Rules and Regulations* (See Regents' *Rules and Regulations*, Series 80105, Joint Sponsorships.), and this policy will be enforced with regard to the possession and/or consumption of alcoholic beverages on campus. The alcohol must be served by a caterer holding a valid TABC license. The caterer must provide a liquor liability insurance certificate in the amount of at least \$1 million dollars per occurrence naming The UT System Board of Regents and UT Dallas as additional insureds. No exceptions to these criteria will be made.



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**GUIDELINES AND LIMITATIONS**

1. An event is University-sponsored if a budgeted office, department, or division of the University is responsible for organizing the event, inviting attendees, and paying expenses related to the event. Even if an outside entity pays for the food and beverages at the event, the event is considered University-sponsored when an office, department or division of the University plans or organizes the function.
2. Food must be available at all functions where alcoholic beverages are served. If donated alcoholic beverages are to be served, the request must be accompanied by documentation from the donor. Alcoholic beverages are considered to be donated if they are acquired via non-University funding sources, i.e. alumni groups, vendors, individuals, etc. and the purchaser is not subsequently reimbursed.
3. Alcohol is not permitted to be served prior to 4 p.m. during the regular business day in University property or buildings, including but not limited to, classroom buildings, laboratories, auditoriums, libraries, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities.
4. The *Special Events Risk Assessment form* (Parts 1 and 2) must be completed. The approved form must accompany the *Purchase Voucher form* for reimbursement of alcohol purchases.
5. Monitoring of compliance with this policy is the responsibility of the RUO.