



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 are: 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 fall under these guidelines as well.

All alcoholic beverage requests must be initiated by a Dean, Director or above and approved by the President's Designee, the Associate Vice President for Business Affairs. The requests should be started with sufficient lead time so they reach the Designee's office at least one week prior to the requested 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 at 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 to serve alcohol. No exceptions to these criteria will be made.

A written request for waiver of the Regents' *Rules and Regulations* concerning consumption of alcoholic beverages must be forwarded to the President's Designee, the Associate Vice President for Business Affairs, using the "Request for Permission to Serve Alcoholic Beverages" form (see the University's website for Electronic Forms). The written request must be delivered to the Office of the President's Designee no later than 72 hours prior to the scheduled event.



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ALCOHOLIC BEVERAGES GUIDELINES AND LIMITATIONS

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1. 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, and food must be available.
2. 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.
3. The "Request for Permission to Serve Alcoholic Beverages" form must be signed off by the individual who schedules the room reservation for the event.
4. Monitoring of compliance with this policy and initial approval of alcoholic beverage requests is the responsibility of the requesting official and the President's Designee.