

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 \_\_\_\_\_, 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

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“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.

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

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.

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

9. A sufficient amount of non-salty foods and non-alcohol bevera

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:

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

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 ot

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Please review and understand the [Policies and Procedures for Events on Campus](#).

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