

Link: <https://www.smu.edu/StudentAffairs/SAVicePres/Resources/Alcohol> under tab “Procedures for the Sale and Service of Alcohol”

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

“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 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.

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 t44.2 (lh-1. (t)5h)5 (e)35

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

