

## **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 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, bui.6 (h)10.daS9 ( i)-4.g,.6 ( o9)9.2 (r)







6. SMU Catering must remove any unused alcohol from the venue after each event. Event sponsors/attendees are not allowed to remove unused alcohol.

## ADDITIONAL INFORMATION:

### IMPORTANT

Alcohol requests via STABLE must be submitted 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 consult with SMU Catering to determine which TABC license option is required for your Event. Please see <https://www.tabc.texas.gov/services/abc-licenses-permits/temporary-event-authorizations/> for additional information and required TABC forms.

- x Please review and understand the [Policies and Procedures for Events on Campus](#).
- x **ARAMARK/SMU Catering is the exclusive provider and servicer of alcoholic beverages for campus events.**
- x Fees charged by [TABC](#) are passed to the SMU Department sponsoring an Event.
  - o \$300 for applications received by TABC up to seven (7) business days before the event
  - o \$500 for applications received by TABC six (6) to four (4) business days before the event
  - o \$900 for applications received by TABC three (3) to one (1) business day before the event
- x Alcoholic beverages may not be brought into or leave the Event site.
- x No alcoholic beverages may be sold or served to a visibly intoxicated person.
- x 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.
- x The Alcohol Request must be entered in STABLE and will be reviewed by the Vice President of Student Affairs

