Alcoholic Beverages Policy - UTDBP3011

The use or consumption of alcoholic beverages is prohibited on property and in buildings* owned or controlled by The University of Texas System or any of the institutions. However, the Chancellor of the U.T. System or the president of an institution may waive this prohibition with respect to any event sponsored by the U.T. System or any of the institutions. (Regents Rule 80102)

*This includes, but is not limited to, classroom buildings, laboratories, auditoriums, libraries, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other University property or buildings.

An event is sponsored if a budgeted office, department, or division of the U.T. System or any of the institutions is responsible for organizing the event, inviting attendees, and paying expenses related to the event, except that such an event is considered to be sponsored even if an outside entity pays for the food and beverages at the event. (Regents Rule 80102)

Meetings or events organized and presented by registered faculty, staff, or student organizations are not events sponsored by the U.T. System or any of the institutions. (Regents Rule 80102)

State law relating to alcoholic beverages will be strictly enforced at all times on property and in buildings owned or controlled by the University of Texas System or any of the institutions. (Regents Rule 80102)

Definitions, Descriptions, and Explanations

Caterer: As defined by purchasing: Approved Suppliers - The Office of Budget and Finance

Insurance Terms

Host Liquor Liability: Required when a department "hosts" an event, purchases alcohol and has a licensed TABC server serve the alcohol to guests free of charge. This coverage is available through the University's TULIP program and provides general liability insurance limits of $1M per occurrence and $2M in aggregate.

Liquor Liability: Required when a department pays a catering service for the alcohol and that catering service uses a licensed TABC server. General liability limits of $1M per occurrence and $2M in aggregate are required.

The Certificate of Insurance must list the following entities as additional insureds:

1. The Board of Regents of The University of Texas System;
2. The University of Texas System; and
3. The University of Texas at Dallas.

Homeowner's Liability Insurance: If an event involving alcohol is approved to take place at a private home, the homeowner is liable for any injury or property damage that could be sustained
by the guests. The homeowner's insurance would provide primary coverage. If the homeowner does not have insurance, then the homeowner may be held personally liable for any injury or property damage sustained by the guests.

**On-Campus event:** An event that occurs in a UTD owned or leased building space, including outdoor spaces.

**Off-Campus event:** An event that occurs in a non-UTD owned or leased space, including a restaurant, event facility or private residence.

**Raffle:** of one or more prizes by chance at a single occasion among a single pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize. [Occupations Code Chapter 2002 - Charitable Raffles (Texas.gov)]

**RUO (Responsible University Official):** For purposes of this policy, an RUO is defined as a Department Head or higher.

The RUO must sponsor or co-sponsor the event and must attend the entire event. If the RUO is unable to attend the event, they must designate someone else to attend in their place.

Monitoring of compliance with this policy is the responsibility of the RUO.

**SERA Form:** Special Event Risk Assessment form.

**TABC (Texas Alcohol Beverage Commission) License holder:** A person who holds a current license, granted by the TABC, to serve alcohol.

**Supplier:** A business entity or individual that has a contract to provide goods/services to an institution. [Supplier Management - The Office of Budget and Finance]

**Guidelines, Processes, and Limitation**

**Alcohol Served by TABC license holder**

All alcohol served on UTD property at University sponsored events must be served by a TABC license holder. The TABC license holder may be a student, staff member, faculty member or a caterer.

If a student, staff member or faculty member serves the alcohol, then host liquor liability insurance must be provided by the TABC license holder or purchased through the TULIP insurance program.

If a caterer serves the alcohol, then liquor liability insurance must be provided by the caterer.

**Alcohol purchased by Department and served on UTD campus**

Alcohol may be purchased by a department and served by a TABC license holder with host liquor liability insurance.

**Alcohol Inventory**

Departments are strongly discouraged from storing unopened bottles of alcohol to be used at
future events. The appropriate Dean or Vice President must provide approval for alcohol storage and is responsible for the method and manner of storage of the alcohol.

See Alcohol Inventory Guidelines for more information: Special Events Risk Assessment - Office of Legal Affairs

Any opened bottles of alcohol left over from an on-campus event must be disposed of after the event and not removed from UTD property.

**Alcohol served at an off-campus event**

All University sponsored events involving alcohol service at a restaurant, private residence or other facility for an off-campus event must be approved by the President's office through the SERA form process.

Proof of insurance is not required for alcohol consumed at a restaurant or other off-campus facility.

If alcohol is served at a private residence, the host's renters or homeowner's insurance may be considered as primary in case of a claim for personal injury or property damage, or any other related reason. If the host does not have renters or homeowner's insurance, then the host may be held personally liable in the case of a claim.

The host is not required to hire a bartender or caterer to serve alcohol at their home.

**Alcohol Sales / Cash Bar**

University departments are prohibited from selling alcohol or having cash bars at events.

Alcohol can be sold (cash bar) by a caterer on the campus of The University of Texas at Dallas with the approval of the Office of the President.

The Office of Legal Affairs will present exception requests to the Office of the President. There is no guarantee the Office of the President will approve exceptions.

**Alcohol by Raffle**

Raffling alcohol is prohibited.

**Alcohol by Mail**

UTD employees are prohibited from sending alcohol by mail, common or commercial carrier.

UTD departments can receive alcohol by mail, common or commercial carrier from TABC licensed distributors who follow all USPS, common and commercial carrier guidelines.

**Alcohol by Gift**

University Departments are prohibited from gifting alcohol without approval from the Office of Budget and Finance and the Office of Legal Affairs.

**Alcohol Received by Donation**

If donated alcoholic beverages are to be served, the SERA form 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.

**Alcohol served with food**

Food, as defined in this policy, may consist of nuts, crackers, chocolate, cookies, or similar snack items, and need not consist of a full course meal. Food must be served at all events that include alcohol. Exceptions can be made by the Office of the President.

The Office of Legal Affairs will present exception requests to the Office of the President. There is no guarantee the Office of the President will approve exceptions.

**Alcohol served at event where admission is charged**

Alcohol may be served at an event where admission is charged, provided the alcohol is served with food at the event.

**Alcohol Service Time**

Alcohol shall not be served at any University event prior to 4:00 p.m. (Central Time) on business days. Exceptions require approval from the Office of the President.

The Office of Legal Affairs will present exception requests to the Office of the President. There is no guarantee the Office of the President will approve exceptions.

**SERA Form**

All University sponsored events involving alcohol, whether on-campus or off-campus, must go through the SERA form approval process.

**Source of Funds**

Most fund types are not allowed for alcohol purchases. See the Use of Funds Guide: [Use of Funds Guide - Office of Budget and Finance (utdallas.edu)](http://utdallas.edu)

**Related Rules and Regulations of The University of Texas System Board of Regents**

Regents' Rule 80101 Category of Facilities and Authorized Users
Regents' Rule 80102 Alcoholic Beverages
Regents' Rule 80104 Use of Facilities
Regents' Rule 80105 Joint Sponsorship of the Use of Property of Buildings
Regents' Rule 80106 Special Use Facilities

**Related Policies, Procedures and Forms of The University of Texas at Dallas**

UTDPP1105 - Special Use Facilities
UTDPP1048 - University Policies of Reservation and Use of Facilities
Alcohol Inventory Guidelines: Special Events Risk Assessment - Office of Legal Affairs
SERA Form: Special Events Risk Assessment - Office of Legal Affairs
SERA Guidelines: Special Events Risk Assessment - Office of Legal Affairs

Policy History

- Issued: 2010-04-02
- Amended: 2011-03-01
- Revised: 2022-07-12

Policy Links

- Permalink for this policy: https://policy.utdallas.edu/utdbp3011
- Link to PDF version: https://policy.utdallas.edu/utdbp3011/makepdf
- Link to printable version: https://policy.utdallas.edu/utdbp3011/makeprint