Special Events Risk Assessment (SERA) Policy - UTDBP3118

To ensure compliance with the rules, regulations, and policies listed under the Authority section of this policy, a Special Events Risk Assessment (SERA) form must be submitted and approved for all Special Events as defined in this policy.

A SERA form is not required for a business meeting as defined in this policy.

The Office of Legal Affairs is responsible for administering the SERA program which includes the SERA form, associated processes, guidelines, and event approval or denial. The Office of Legal Affairs works in conjunction with the Vice-President and Chief of Staff and the Office of the President to approve certain campus events.

Definitions, Descriptions, and Explanations

**Caterer:** As defined by purchasing: [Approved Suppliers - The Office of Budget and Finance](#)

**Food Delivery:** As defined by purchasing: [Preferred / 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.
Regular Business Meeting: As defined in the Special Events Guidelines: Special Events Risk Assessment - Office of Legal Affairs

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

Special Event: As defined in the Special Events Guidelines: Special Events Risk Assessment - Office of Legal Affairs

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

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

University Sponsored Event: A University-sponsored event is defined as an event that is organized by, paid for and invitations delivered by a budgeted office, department, or division of the University. (Regents' Rule 80102)

When an outside entity pays for the food and beverages, an event is still considered University-sponsored, if the budgeted office, department, or division of the University plans or organizes the function. (Regents' Rule 80102)

Guidelines, Processes, and Limitations

Guidelines, processes, and limitations for Special Events are subject to change based on current events, directives from University administration, risk issues and other unforeseen circumstances.

Consideration and approval of special events, require compliance with the SERA guidelines found here: Special Events Risk Assessment - Office of Legal Affairs

Events with Alcohol

All events with alcohol must comply with UTDBP3011 - Alcoholic Beverages Policy

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
UTDBP3057 - Purchasing Policies