



**Angelo State University  
Operating Policy and Procedure**

**OP 74.06: Alcohol Beverage Policy for Non-University Groups Using Facilities**

**ORIGIN**

**DATE:** September 1, 2007

**LAST**

**REVIEW:** October 12, 2011

**PURPOSE:** The purpose of this OP is to establish a policy defining the use alcoholic beverage for non-university groups while using university facilities.

**REVIEW:** This OP will be reviewed in May of each year by the executive director for business services with recommended revisions forwarded through the vice presidents to the president by September 15 of the same year.

**POLICY/PROCEDURE**

**1. Policy**

The following are the policies and procedures governing the use of alcohol at Angelo State University. Both were formulated in accordance with the laws of the State of Texas restricting the possession and consumption of alcohol to persons who are twenty-one (21) years of age or older.

a. General Policies

The following policy shall apply for the establishment, organization, and implementation of alcoholic beverage service in university facilities as approved by the president. Currently these facilities include the Houston Harte University Center, the Junell Center/Stephens Arena, and the University Lake Facility. Possession or consumption of alcohol at specific university facilities may be permitted or restricted at the discretion of the president.

- (1) Sponsoring organization or Activity Card holders desiring to have alcoholic beverages served in conjunction with an event scheduled in a university facility must complete and return to the reservations office a "Request to Serve Alcoholic Beverages" form. The form must be returned fifteen (15) business days prior to the event and requires the approval signature of several university administrators including the president. These forms may be obtained from the executive director for business services in room 200 of the Houston Harte University Center.
- (2) The furnishing or sale of alcoholic beverages in designated university facilities will be restricted solely to the university's alcoholic beverage license holder.
- (3) Alcoholic beverage service will be provided only in conjunction with events that include food service. In addition, non-alcoholic beverages are also to be readily available at these events.

- (4) Keg beer will not be sold, served, or allowed in university facilities unless specifically pre-authorized in writing by the president.
- (5) The possession and consumption of alcoholic beverages will be limited to the room(s) or space(s) in which the catered event occurs.
- (6) Non-university groups or currently enrolled students who are twenty-one (21) years of age or older who request rental space for a marriage ceremony or wedding reception can have wine served during these functions only if the certified alcohol beverage license holder is screening legal age requirements. This approval is for ceremonial purposes only and does not extend beyond one 6 oz. glass of wine per guest who is twenty-one (21) years of age or older.

b. Catered Events and Joint Sponsorship Events

Alcoholic beverage sales and/or service in designated university facilities are divided into two categories: Catered Events for Non-University Groups and Joint Sponsorship Events.

(1) Catered Events for Non-University Groups

- (a) Catered events are private, controlled access events.
- (b) The sponsoring organization will be responsible for controlling access to the event facility and for assuring compliance with applicable state law.

(2) Joint Sponsorship Events

- (a) Whenever non-university groups share in the use of university facilities, it must be upon the invitation of the university and under its joint sponsorship and with the further understanding that all of the conditions governing such sponsorship are to be set by the university.
- (b) In the case of programs for which the university is a joint sponsor, the fee to be paid by the co-sponsor will be a matter for negotiation in each case, subject to final approval by the president or a designated appointee, and will be specified in the agreement providing for the joint sponsorship.

c. Security

- (1) One or more uniformed police officers will be required to be on duty throughout the duration of each catered event serving alcoholic beverages. Expense for this service will be assessed to the sponsoring organization or Activity Card holder.