

Alcoholic Beverage Policy  
For Non-University Groups Using University Facilities

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, beer, and wine only, in University facilities as approved by the University President. Currently these facilities include the Houston Harte University Center, the Junell Center/Stephens Arena, and the University Lake Facility.

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 of the University. These forms may be obtained from the *Special Events Office* 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 University 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 are 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 or 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 University 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***. The officers are to be paid directly by the customer on site at their event.

**ANGELO STATE UNIVERSITY  
REQUEST FOR ALCOHOLIC BEVERAGE SERVICE**

*This form must be completed and returned to the Office of Business Services (UC 200) at least 15 days prior to the desired event. The request must be in accordance with the Alcoholic Beverage Policy and Procedure.*

Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_ Invitation List: \_\_\_\_\_

\_\_\_\_\_ Attach proposed Invitation List to this form \_\_\_\_\_

**REQUESTED BY:**

\_\_\_\_\_  
Event Coordinator Date

\_\_\_\_\_  
Department/Organization

**APPROVED BY:**

ASU approves University Food Services Inc. to serve alcohol on ASU Grounds for this event.

\_\_\_\_\_  
Director of Business Services Date

\_\_\_\_\_  
Director of Dining Services, Chartwells Date

\_\_\_\_\_  
President Date

**Prepare Original Only: (Copies will be distributed by the President's Office)**

## Release from Liability and Indemnification

\_\_\_\_\_ (Name of Organization) contracting for the use of University facilities under this policy agree to hold harmless, defend and indemnify Angelo State University in the event of any claims, damages, causes of action, or losses of any kind arising from \_\_\_\_\_ (Name of Organization) use of said premises and its use of alcohol therein.

Angelo State University assumes no responsibility for any claims or actions including, but not necessarily limited to, third party claims or actions arising from \_\_\_\_\_ (Name of Organization) use of the subject premises and its use of alcohol therein.

The undersigned agrees to abide by the attached policy and the undersigned represents that he/she has authority to bind \_\_\_\_\_ (Name of Organization).

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Name of Authorized Representative (Print or Typed)

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

Attachment: Alcohol Beverage Policy