

HKC/RSC ALCOHOL POLICY

A. University Policy

The following policy shall apply for the establishment, organization, and implementation of alcoholic beverage service in the HKC and RSC. University policy states:

“System universities shall not sell, serve, or permit the sale or service of alcohol on campus, except in ‘special use’ buildings or facilities designated by the President.”

The HKC and RSC are such “special use” buildings and have been so designated by the President.

B. Holding an Event with Alcohol Service and/or Sales

1. Organizations and individuals desiring to have alcohol served or consumed in conjunction with an event scheduled in the HKC or RSC must have the University President’s signature approval. A “Request for Alcohol Beverage Service” form should be initiated at least fifteen (15) business days prior to the event and must be completed and returned to the President’s office ten (10) days prior to the event.
2. Alcohol must be served by a licensed caterer, who must present a copy of the “License to Serve Alcohol Outside of the Restaurant” to the facility manager for permanent files. The University catering service, Aramark, has this license and per contract with Sam Houston State University, has right of first refusal for all functions in most university facilities including the HKC/RSC.
3. The responsible party for the “Request for Alcohol Beverage Service” form shall be the group reserving or leasing the facility.
4. Catered events will include only closed, private, controlled access events. The sponsoring organization is responsible for controlling access to the event facility and individual access to alcoholic beverages to assure compliance with state law.

C. Security

1. One or more uniformed University Police officers are required to be on duty during an event that is serving alcohol beverages. Expense for this service will be assessed to the sponsoring organization.
2. If payment for security is to be paid from non-University funds, agreed amount must be paid in cash to University Police 48 hours prior to the event.

3. If payment for security is to be paid from University funds, agreed amount must be paid on an interdepartmental order directly to University Police 48 hours prior to the event.

D. Alcohol-Entrance Policies

1. Intoxicated persons will not be permitted to enter the HKC or the RSC during any event or activity. Alcoholic beverages may not be brought into either the HKC, the RSC, or onto the nearby grounds. This also includes parking lots.
2. Anyone observed consuming alcoholic beverages or in possession of alcoholic beverages while in the HKC or RSC will be ejected from the facility. Intoxicated guests will be ejected from the facility and are subject to public intoxication citations issued by University Police. Violations of state law will also be referred to the University Police.
3. Any alcoholic confiscated from a guest must immediately be brought to the attention of any full time Recreational Sports employee or University Police.

E. Alcohol Advertising

1. Both temporary and fixed alcohol signage must have approval from the Vice President for Student Services and the University President.
2. All inquiries must be submitted in writing and directed to the facility manager.