

Sam Houston State University
A Member of The Texas State University System

Finance and Operations Policy FO-70
ALCOHOLIC BEVERAGE POLICY

This policy should be interpreted consistently with state law and [The Texas State University System \(TSUS\) Rules and Regulations](#).

This policy is applicable to all sales or service of alcoholic beverages on any leased or owned property of Sam Houston State University (SHSU) as well as the sales or service of alcoholic beverages at events hosted by SHSU, regardless of location.

The sale or service of alcoholic beverages on the campus of SHSU is permissible only when such service conforms to state law and occurs under the following circumstances and in [special use buildings and facilities](#) designated by the President:

1) Courses as part of the academic curriculum

The University permits the service of alcoholic beverages in agricultural courses as part of the academic curriculum.

2) Tailgate Events

The University permits the use of alcoholic beverages at tailgate parties or picnic activities at designated NCAA intercollegiate athletic events only on the day of the event, during stated time parameters and locations as defined in the event plan.

3) SHSU Facilities with Aramark Food Services as Exclusive Provider (For a list of Aramark exclusive facilities and locations click [here](#))

Aramark food services is the official provider of food and alcohol on the campuses of SHSU. As the University's official catering service, Aramark is required to maintain appropriate alcohol service licensure and has the right of first refusal to cater for all events held on the campus of SHSU. When Aramark is the service provider of alcoholic beverages, departments, individuals, or sponsoring organizations of events are required to complete **the alcohol section on the Aramark Catering Form or the Blanket Aramark Catering Form in Bearkat Buy**. The requisition shall be initiated at least forty-five (45) days in advance of the event and must include the building location and type of alcohol (beer, wine, liquor, etc.). A room reservation is required through the building liaison before hosting an event on campus. The requisition shall be reviewed, and a response provided thirty (30) business days in advance of the event.

4) SHSU Facilities Not Exclusive to Aramark Food Services (For a list of non-exclusive facilities and locations click [here](#))

When Aramark is not the caterer, the event host must procure service by another licensed caterer. The event host must provide the following information to the Event

Logistics Coordinator within the Auxiliary Services Department at least fifteen (15) days in advance of the event:

- Proof of general liability insurance coverage in amounts required by the University. Each occurrence \$1,000,000; General Aggregate \$2,000,000 with the University listed as additional insured.
- A copy of current Texas Alcoholic Beverage Commission permit to serve alcohol.
- An approved [Alcohol Approval Form](#). (The form is also located on the SHSU policies page under the forms tab)

5) Leased or rented facilities

Facilities leased, rented, or otherwise utilized by SHSU departments or organizations desiring to serve alcohol and using University funds, as defined in funding restrictions below, must follow the procedures outlined above in number four (4).

6) Donated Alcohol

Alcohol not procured but donated, must also be served by a person or organization holding the proper Texas Alcoholic Beverage Commission permitting and must submit the documentation stated above to the Event Logistics Coordinator.

7) Funding Restrictions for the Purchase of Alcoholic Beverages

Alcohol may not be purchased with funds from state appropriations, tuition, student assessed fees, or grants (unless specifically budgeted and approved by the sponsor). In the event of multiple external restrictions on funds, the most restrictive policy will control.

8) Restrictions on Possession and Consumption of Alcoholic Beverages

Possession and consumption of alcoholic beverages on any property owned and/or controlled by SHSU are prohibited except where permitted explicitly by this policy. Violators of law or University policy will be subject to University penalties and criminal charges.

9) Hours of Service

Events with service hours that include the traditional work hours of Monday through Friday, 8:00am- 5:00pm must provide a memo of justification approved by the host department's division vice president to the Event Logistics Coordinator at the time the requisition is initiated.

Reviewed by: Amanda Withers, Chief Financial Officer and Sr. Vice President for Operations
Date: August 2023