Texas Woman's University
University Regulation and Procedure

Regulation and Procedure Name:	**Alcohol Use**
Regulation and Procedure Number:	**URP: 01.250**
Policy Owner:	**Finance and Administration and Student Life**

POLICY STATEMENT

Texas Woman's University ("TWU" or "University") discourages the irresponsible and unlawful use of alcoholic beverages and establishes this policy to ensure compliance with local, state, and federal laws. While the decision whether to use alcoholic beverages is a matter of individual choice among persons of lawful age under state statutes, the University will attempt to encourage an environment where individual choice is coupled with responsible behavior and respect for the rights of others. TWU allows the responsible and legal use of alcoholic beverages and will educate students about the effects of misuse and abuse of alcohol.

APPLICABILITY

This policy is applicable to TWU Students, Faculty, Staff, Employees, and Guests.

DEFINITIONS

1. "Business Day" means Monday through Friday during regular TWU business hours (8:00 a.m. to 5:00 p.m. Central Time) when TWU offices are open.

2. "Certificate of Insurance" means documentation from an insurance broker or carrier verifying the presence of active and applicable coverage and summarizing essential terms of insurance coverage.

3. "Donated Alcohol" means alcohol that is acquired via non-University funding sources (e.g., alumni groups, vendors, individuals, etc.), and for which the purchaser is not subsequently reimbursed.

4. “Employee” means an individual who is employed part-time, full-time, or in a temporary capacity as faculty, staff, or who is required to be a student as a condition of employment, undergraduate or graduate.

5. “Faculty” means a person who is employed by TWU as a member of the faculty and whose duties include teaching, research, service, and administration. Professional librarians and graduate assistant titles are excluded from the definition of faculty.

6. “Food Service Contractor” means a third-party company hired to manage and operate food service at TWU.

7. “Guest” means any individual not affiliated with TWU.

8. “Host Liquor Liability Insurance” means a type of insurance coverage that protects the University against bodily injury or property damage claims caused by an intoxicated person who was served alcohol at a University-sponsored event.

9. “Liquor Liability” means a type of insurance coverage for businesses that serve alcohol, covering damages, legal fees, and settlements if an intoxicated customer causes bodily injury or property damage.

10. “Special Event Committee” means the committee which reviews special event requests and makes security assignments based on event details.

11. “Special Event Form” means the document submitted to the respective Special Event Committee to request approval to host an event. This form contains all pertinent logistical information required for the evaluation and coordination of the event.

12. “Staff” means each classified, administrative, and professional employee who is appointed to work at least 20 hours each week for a period of four and one-half months, excluding students employed in positions for which student status is required as a condition of employment and those employees holding teaching or research positions classified as faculty.

13. “Student” means a person taking courses at TWU, a person who is not currently enrolled in courses but who has a continuing academic relationship with TWU, or a person who has been admitted or readmitted to TWU.

14. “Texas Alcohol Beverage Commission (“TABC”) License Holder” means a person or entity who holds a current license to serve alcohol granted by the TABC.

15. “Underage Individual” means a person less than twenty-one (21) years of age.

16. “University-sponsored Event,” unless otherwise specified, means an activity, event, or program sponsored by an academic or administrative unit of the University; or an activity, event, or program on campus, sponsored by a student or employee organization.

REGULATION AND PROCEDURE

I. Consumption, Sale, Service, and Storage of Alcohol Served on TWU Campuses

A. General Procedures for On-Campus Alcohol

1. Licensing

a. All alcohol served on TWU property at University-sponsored events must be served by a TABC license holder.

2. Approvals

a. University departments, guests, and organizations desiring to consume, serve, or sell any type of alcoholic beverage at any University-sponsored event must request and obtain permission in advance of the activity. Requests to consume, serve, or sell alcohol at a University-sponsored event must be submitted through the Special Event Form at least twenty-eight (28) days in advance of the event.

b. TWU’s food service contractor is the only TABC license holder pre-approved to serve alcohol on campus.

c. Use of any other TABC license holder to serve alcohol must be approved by the Vice President for Student Life after review by the Special Events Committee.

3. Permits

a. All University-sponsored events involving alcohol require a temporary permit, with the exception of events occurring at the locations listed below, which maintain established alcohol permits:

i. Hubbard Hall, TWU Denton

ii. T. Boone Pickens Institute of Health Sciences - Dallas

iii. Institute of Health Sciences – Houston Center

4. Insurance

a. Liquor Liability

i. All TABC license holders serving alcohol must maintain liquor liability insurance. Proof of this insurance must be provided to, and approved by, the TWU Risk Management Office at least ten (10) days in advance of the event.

ii. Liquor liability insurance requirements are set by TWU's Risk Management Office under the TWU Third Party Insurance Standards.

b. Host Liquor Liability

i. Host liquor liability insurance is required when a department "hosts" an event, purchases alcohol, and has a licensed TABC server serve the alcohol to guests free of charge.

B. Sale of Alcoholic Beverages

Alcoholic beverages may not be sold at University-sponsored events without a license obtained from TABC.

C. Storage of Alcohol

All alcoholic beverages remaining on University property must be stored in a secure location in accordance with TABC regulations and applicable fire codes.

D. Administrative Procedures for Use of Alcohol

1. Administrative procedures for the consumption, service, and sale of alcohol at a University-sponsored event must be approved and published by the respective Special Event Committee. All individuals and organizations consuming, serving, or selling alcoholic beverages are responsible for complying with these procedures.

2. Food must be served at all events that include alcohol.

II. Consumption, Sale, Service, and Storage of Alcohol Served at an Off-Campus Event.

A. All University-sponsored events involving alcohol service at a restaurant, private residence, or other facility for an off-campus event must be approved by the respective Special Event Committee through the Special Event Form at least twenty-eight (28) days in advance.

B. Proof of insurance is not required for alcohol consumed at a restaurant or other off-campus facility.

C. If alcohol is served at a private residence, the host's renter's or homeowner's insurance may be considered as primary in case of a claim for personal injury or property damage, or any other related reason. If the host does not have renter's or homeowner's insurance, then the host may be held personally liable in the case of a claim. The host is not required to hire a bartender or caterer to serve alcohol at their home.

III. General Guidelines

A. Underage individuals may not consume, possess, purchase, or attempt to possess or purchase alcoholic beverages at any University-sponsored event.

B. Individuals, organizations, and vendors may not sell, give, or otherwise make available any alcoholic beverage to underage individuals.

C. An alcoholic beverage may not be sold or served to a person who is, or reasonably appears to be, intoxicated.

D. University employees are prohibited from consuming alcoholic beverages while on duty. University employees are prohibited from consuming alcoholic beverages in or on any University property or property under the control of the University while on duty, as designated by their position and according to Gov't Code 658.005 and Gov't Code 2113.012.

E. Appropriated funds may not be used to purchase alcoholic beverages or to pay the salary of an employee who consumes alcoholic beverages while on duty.

F. Security provided by the TWU Police Department may be required at University-sponsored events where alcoholic beverages are consumed. The University department, guests, or organization hosting the event is responsible for expenses associated with providing security. The number of officers required will be determined by the TWU Special Events Committee.

G. Any individual possessing, consuming, purchasing, or selling alcoholic beverages must maintain, on his or her person, proper documentation of proof of age.

H. Individuals, organizations, and vendors hosting or attending an event where alcohol is being served are responsible for ensuring that any service, consumption, and storage of alcoholic beverages occurs lawfully and responsibly. The University reserves the right to refuse service to any person who appears to be intoxicated, who incites a verbal or physical altercation, or who lacks proper documentation of proof of age. Should such action be warranted, the event host will be informed of the situation. TWU reserves the right to take action necessary to resolve the situation, including contacting security and suspending alcoholic beverage service.

I. Individuals, organizations, and vendors hosting an event where alcoholic beverages are served must provide non-alcoholic beverages and food in reasonable quantities. All food and alcoholic beverages must remain in the area scheduled for said event.

J. Any advertising and promotional materials for events serving alcohol must not promote irresponsible consumption of alcoholic beverages.

K. Customer-provided and/or donated alcoholic beverages must be delivered to the University-sponsored event location no earlier than sixty (60) minutes prior to the event, and all alcoholic beverages must be removed from the premises at the end of the event. If donated alcoholic beverages are to be served, the Special Event Form must be accompanied by documentation from the donor.

L. Service and consumption of alcoholic beverages at University-sponsored events is prohibited between the hours of 12:00 a.m. Central Time (midnight) and 12:00 p.m. Central Time (noon).

M. All sales of alcoholic beverages must terminate no later than fifteen (15) minutes prior to the end of any University-sponsored event.

IV. Exceptions to this URP

A. The requirements of this URP do not apply to following locations or activities:

1. University residence hall rooms occupied by persons twenty-one (21) years of age or older. Individuals 21 years of age or older may possess and consume alcoholic beverages in the privacy of their University residence hall rooms. This is in accordance with the rules in TWU's Resident Life Handbook.

2. Events not meeting the definition of University-sponsored event and held at private homes owned by the University and rented to individuals by the University, including:

   a. Chancellor's House

   b. Gertrude Gibson House

   c. College Street House

   d. College Street Cottage

B. Approval of Exceptions

   Requests for exceptions to this policy must be made in writing to the appropriate Special Events Committee for approval by the Vice President for Student Life.

V. Sanctions

A. Any individual violating state laws or regulations related to the consumption, possession, service, or sale of alcohol while at a University-sponsored event is subject to criminal prosecution in addition to any disciplinary action imposed by the University.

B. Employees violating this policy are subject to disciplinary action, including termination of employment. Students or Student Groups violating this policy are subject to disciplinary action under the TWU Student Code of Conduct.

C. Other individuals or organizations violating this policy are subject to administrative action, including being prohibited from coming onto or using University property and termination of business relationships.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

Texas Alcoholic Beverage Commission

Texas Government Code § 658.005

Texas Government Code § 2113.012

TWU PCard and Restricted Purchases

TWU Special Events Policy

TWU Student Organization Risk Management Policy

TWU Residence Life Handbook

URP 01.255: Drug Free Workplace Policy

URP 06.200: Student Code of Conduct

FORMS AND TOOLS

TWU Dallas Special Event Form

TWU Denton and TWU Houston Special Event Form

TWU Insurance and Program Standards

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