



University of North Texas
Administrative Procedures Template

Policy Logistics

Associated Policy:	04.016 – Use of Alcoholic Beverages
Date:	01/19/2017
Policy Owner:	VP for Student Affairs
Policy Contact(s):	Elizabeth With
Department(s) Involved:	Division of Student Affairs

Process Specifications

These procedures have been established to implement UNT Policy 04.016, Use of Alcoholic Beverages. These procedures apply to all university.

Questions concerning these procedures should be directed to the Department of Student Affairs.

Definitions.

1. **Cash Bar.** “Cash Bar” means service in which each guest pays bartender for each drink as served. Host responsible for bartenders, setups, and security.
2. **Faculty/Staff Club.** “Faculty/Staff Club” means a continuous business enterprise in which guests place orders for alcoholic beverages to either a bartender or service attendant. The guest may pay for each beverage as it is served or may keep an open bill and pay at the conclusion of the visit.
3. **Host Bar.** “Host Bar” means service in which the host party/organization is responsible for all charges.
4. **Retail Bar.** “Retail Bar” means a continuous business enterprise in which each guest pays bartender for each drink as served.

Procedures for Use of Alcoholic Beverages.

- I. **University Union and Gateway Center.**
 - A. **Host Bar:** For events scheduled in the University Union or Gateway Center, the customer must coordinate the purchase of beer and /or wine and setups through Catering Services. When desired, distilled spirits must be purchased from, or donated by, an off campus supplier and delivered to the function site no earlier than sixty (60) minutes prior to event. All alcoholic beverages must be removed from the premises at the conclusion of the event.
 - B. **Cash Bar:** Beer/Wine only. The customer must coordinate the purchase of beer and/or wine and setups through Catering Services for all cash bars scheduled in the University Union or Gateway Center. Distilled spirits cannot be made available for sale or served at any event where beer and wines are sold.

- C. Retail Bar: Beer/Wine only. Individual guests queue at the bar section of the University Syndicate and make cash and/or credit transactions for beer and wine.
- D. Faculty/Staff Club: Guests may place individual orders at the bar and make cash and/or credit transactions for alcoholic beverages. Guests may also be seated and place their orders through a service attendant and conclude the cash and/or credit transaction before leaving the premises.
- E. Bartenders: All individuals who dispense alcoholic beverages being served in the University Union or Gateway Center shall have completed the Texas Alcoholic Beverage Commission (TABC) Seller/Server Training Program. Arrangements for certified bartenders must be coordinated through the Athletic Department. The number of bartenders required will be determined by the Athletic Department.
- F. A TABC certified bartender will always be on duty when either the Retail Bar or the Faculty/Staff Club is open for business.

Responsible Party: Catering Services, Athletic Department, University Food Department

II. Campus Buildings Other Than The University Union, Gateway Center and Apogee Stadium Third Level Club.

Host Bar: Two options apply for departments, individuals or private organizations desiring to provide a host bar on campus at a location other than the University Union, Gateway Center or Apogee Stadium Third Level Club:

Option 1:

Alcoholic beverages (beer/wine only) and setups may be coordinated through Catering Services. The purchase of a TABC Temporary Alcohol and Beverage Permit will be required at least ten (10) business days prior to date of event. Customer is required to provide Catering Services a map designating the area in which alcohol service is requested at the time of event scheduling.

When desired, distilled spirits must be purchased from, or donated by, an off campus supplier and delivered to the function site no earlier than one hour prior to event. All alcoholic beverages must be removed from the premises at the conclusion of the event.

Bartenders: All individuals who dispense alcoholic beverages being served on campus shall have completed the TABC Seller/Server Training Program. Arrangements for certified bartenders may be coordinated through Catering Services. The number of bartenders required will be determined by the Catering Director.

Option 2:

Beer/wine/distilled spirits and setups may be provided by or donated to the customer. Alcoholic beverages must be delivered to the function site no earlier than sixty (60) minutes prior to the event. All alcoholic beverages must be removed from the premises immediately at the conclusion of the event.

Bartenders: All individuals who dispense alcoholic beverages being served on campus shall have completed the TABC Seller/Server Training Program.

Cash Bar: Cash bars scheduled outside the University Union, Gateway Center or Apogee Stadium Third Level Club require a TABC Temporary Alcohol and Beverage Permit. The purchase of the permit, alcoholic beverages (beer/wine) and setups must be made through Catering Services, at least ten (10) business days prior to date of event. Customer is required to provide Catering Services a map designating the area in which alcohol service is requested at the time of event scheduling. Distilled spirits cannot be made available for sale or served at any event where beer and wines are sold.

Bartenders: All individuals who dispense alcoholic beverages being served on campus shall have completed the TABC Seller/Server Training Program. Arrangements for certified bartenders may be coordinated through Catering Services. The number of bartenders required will be determined by the Catering Director.

Responsible Party: Catering Services

III. Apogee Stadium – Third Level Club.

- A. Host or Cash Bars: For events other than NCAA athletic events and athletic department hosted events scheduled at the Apogee Stadium Club Level, the customer must coordinate the purchase of beer, wine and/or liquor through Catering Services. Alcoholic beverages may not be brought into or leave the Club Level, under any circumstances. Donated alcoholic beverages are prohibited.
- B. Bartenders: All alcoholic beverages being served in the Club Level of the Apogee Stadium must be dispensed by a TABC certified bartender. Arrangements for certified bartenders must be coordinated through Catering Services. The number of bartenders required will be determined by the Catering Director.
- C. The Alcohol Use Request form or the purchase of a TABC Temporary Alcohol and Beverage Permit will not be required for events scheduled in the Apogee Stadium Club Level.

The use of alcoholic beverages in various locations within Apogee Stadium is governed separately by the Athletic Department's contracted vendor. Administrative Procedure III applies only to the Apogee Stadium Third Level Club.

Responsible Party: Catering Services, Athletic Department

- ### IV. Alcohol Provided by Suite Holder within Athletic Facilities. Mean Green Suite holders at Apogee Stadium may provide their own wine and distilled spirits. The Suite holder must comply with the Mean Green Suites Handbook rules governing the delivery, control, and use of alcoholic beverages.

Responsible Party: Athletic Department

- ### V. Alcohol Sales within Athletic Facilities. Sale of alcoholic beverages (beer/wine/spirits) within Apogee Stadium or other future designated athletic facilities are to be arranged through a contracted, licensed vendor who will secure a regular TABC Alcohol and Beverage License. License must be current and renewed with each contracted period. All alcoholic beverages must be stored and secured under lock per TABC provisions at the conclusion of each event.

Bartenders: All individuals who dispense alcoholic beverages being served/sold on campus shall have completed the TABC Seller/Server Training Program. The number of bartenders required will be determined by the Athletic Department's contracted provider.

Responsible Party: Athletic Department