



Request to Serve Alcohol Policy

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General Description

Policy Summary:

It is the policy of Trinity University to recognize the importance of the health and safety of the University community, especially as it relates to the use, possession or consumption of alcohol at University sponsored events.

Purpose:

Trinity University expects not only that its faculty and staff will abide by the law with respect to the use, possession and consumption of alcohol, but also that faculty and staff will adhere to the requirements and spirit of this policy.

Scope:

With this purpose in mind, employees must act responsibly and in accordance with this policy in settings involving alcohol.

Exceptions:

None

Policy Content

General Policy

If you would like to serve alcohol at a University sponsored event please complete the [Request to Serve Alcohol Form](#) at least 5 business days prior to the event and review the Best Practices included in the Attachment section. Student requests to serve alcohol are handled by the Office of Student Involvement.

Alcohol may be served in designated areas only. Please refer to the [Tailgating Policy](#) for further details on serving alcohol outdoors. Any exceptions to policy require Executive Staff approval.

Assign someone that is not drinking to bartend or hire a TABC Certified Bartender and control the

amount of alcohol served to guests.
Control all alcohol containers. Self-service bars should not be permitted.

Important: *To avoid delays in processing the Request to Serve Alcohol Form, please indicate as many details on the form about how you will prevent guests under 21 from being served.*

FAQ

Q: Is there a designated time frame to stop serving alcohol at an event?

A: It is recommended as a best practice that the serving of alcohol cease at least 45 minutes prior to when an event is scheduled to end.

Q: Can alcohol be sold at an event?

A: In general, no. However, Trinity Dining may provide a cash bar option in the Skyline Room ONLY.

Q: Are kegs allowed?

A: The University does not permit kegs.

Q: Is hard liquor allowed?

A: No, only beer and wine may be served on campus. Exceptions require additional approval.

Q: Do student organizations need to complete this Request to Serve Alcohol form?

A: No, the Office of Student Involvement handles the student requests to serve alcohol.

Q: Can I host an event with alcohol in my personal residence?

A: Hosting of events in personal residences that are not owned or controlled by the University is not recommended as the homeowners insurance policy will be primary in the event of a claim.

Performance Evaluation

Consequences of Policy Violation:

Failure to comply with this Policy may result in disciplinary action up to and including termination.

Attachments

[Best Practices for Hosting Events with Alcohol](#)

Related Documents

Related Documents:

| Document Type: | Document Name: | Document Number: |
|----------------|-------------------|------------------|
| Policy | Alcohol Policy | DEAN-0016 |
| Policy | Tailgating Policy | ATHL-0001 |

Revision Management

Revision History Log:

| Revision #: | Date: | Recorded By: |
|-------------|-------------------|------------------------|
| v3.0 | 1/12/2023 6:35 AM | Gary Logan |
| v2.0 | 8/4/2020 4:28 PM | Gary Logan |
| v1.0 | 8/9/2019 3:28 PM | Jennifer Gilmore Adamo |

Vice President Approval:

| Name: | Title: |
|------------|---|
| Gary Logan | Vice President for Finance & Administration |