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

Responsible Department:

Risk Management

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 Engagement and Development.

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.

To reduce your liability liability and that of the University, it is best practice to use Chartwells to bartend.

If the use of Chartwells is not possible, hire a TABC Certified Bartender with Chartwells approval/right of first refusal. Complete the Exceptions to Chartwells form, in addition to the Request to Serve Alcohol form.

It is not advised to host an event in your personal residence, as your personal homeowners insurance policy will be responsible in the event of a claim.

Review the Best Practices for Hosting Events with Alcohol.

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.

Terms & Definitions

Terms and Definitions:

Term:	Definition:
Exception to Chartwells Form	Form required to request approval from Chartwells for another company or individual to serve alcohol
Liquor	Alcohol other than beer and wine. (Champagne and Prosecco are not considered liquor)
TABC	Texas Alcoholic Beverage Commission

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

Related Content:

Exceptions to Chartwells Request Form

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v3.1	6/24/2025 10:26 AM	Pamela Mota
v3.0	1/12/2023 6:35 AM	Gary Logan
v2.0	8/4/2020 4:28 PM	Gary Logan
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