

## MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: C. UHCL Programs/Compliance  
AREA: Student Affairs

Number: MAP 05.C.11

**SUBJECT: Alcohol Distribution Policy**

### I. PURPOSE AND SCOPE

It is the University's goal through this policy, to encourage students, University employees, and campus visitors to make responsible decisions and to promote safe, legal and healthy patterns of social interaction surrounding alcohol. This policy governs the possession, sale and consumption of alcoholic beverages on the University's campuses, at both student and non-student events.

1.1 The following policy applies to the entire University of Houston-Clear Lake ("the University") community, including all campuses and the student body. Specifically, this policy applies to on and off-campus University sponsored activities and functions (both formal and informal), including those led by and/or involving alumni, colleges, departments, offices, professional associations and organizations, students, registered student organizations, and prospective students. An official, approved "University Sponsored Activity or Function" means one or more in which:

- A. Institutional funds are being used for any part of the activity or program; or
- B. The University name and/or logo are being associated with the event for which the University is the primary organizer; or
- C. The activity or program is being advertised on or off campus by any means.

### II. DEFINITIONS

The following terms are important for purposes of expressing the university's policy on possessing, selling, and consuming alcohol on the university's campuses.

- 2.1 Employee: A faculty or staff member receiving a salary, wages, and/or other compensation from the university.
- 2.2 Intoxication: A temporary condition caused by the excess consumption of alcoholic beverages. Signs of intoxication include decreased attention, diminished senses, changes in mood and emotion, irregular breathing, and/or difficulty remaining conscious.
- 2.3 Point of contact: The designated individual (UHCL faculty or professional staff member) representing and responsible for ensuring the adherence of all university and UH System-wide policies, throughout the university sponsored activity or function.
- 2.4 Registration of Alcoholic Beverage Distribution form: The request form that the sponsoring college, department, office, or professional organizations, or registered student organization, must complete and turn into the Dean of Students office.

## MEMORANDUM OF ADMINISTRATIVE POLICY

- 2.5 Registered Student Organization: An active student organization (including fraternities and sororities) registered with the Office of Student Involvement & Leadership. Registered student organizations must have a registered constitution and list of officers on file with this office.
- 2.6 Social Host: An individual responsible for hosting a party or event where alcohol is served.
- 2.7 Student: An individual registered or enrolled for credit or non-credit in a course or academic program offered by the university or any of its entities and/or community partners.
- 2.8 Texas Alcohol Beverage Commission (TABC): The regulator for all phases of the alcoholic beverage industry in Texas, including sales, taxation, importation, manufacturing, transporting and advertising.
- 2.9 University sponsored activity or function: One or more in which institutional funds are being used for any part of the activity or program; or the university name and/or logo are being associated with the event; or the activity or program is being advertised on or off campus by any means.

### III. POLICY INFORMATION

- 3.1 It is the University's policy that all members of the university community and guests are required to comply with federal, state, and local laws regarding the possession, consumption, and distribution of alcoholic beverages. Such laws include the following:
  - A. An individual under 21 years old commits an offense if they purchase, consume, or possess alcohol.
  - B. A person commits an offense if they purchase, give, or knowingly makes alcohol available to an individual under 21 years of age.
  - C. A person under 21 years of age commits an offense if they falsely state that they are 21 years of age or older or presents any document that indicates that they are 21 years of age or older to a person selling or serving alcoholic beverages.
  - D. A person commits an offense if they appear in public under the influence of alcohol to the degree that the person may endanger themselves or another person.
  - E. A person commits an offense if they are intoxicated while driving or operating a motor vehicle in public.
  - F. The sale of any type of alcoholic beverage is prohibited unless the seller possesses a valid license or permit. Selling includes, but is not limited to, including the price of alcoholic beverages in the admission price, and/or giving away the alcoholic beverage, but charging for the food.
  - G. Civil liability may attach to a social host serving alcohol to an intoxicated individual who later injures themselves or another person.
- 3.2 The University prohibits the unlawful possession, use, or distribution of alcohol by employees, students, and campus visitors on its campuses or part of any of its activities. Employees, students, and campus visitors 21 years of age or older, consuming alcohol at University sponsored activities and functions or while on University business where such

## MEMORANDUM OF ADMINISTRATIVE POLICY

use is approved, are expected to consume and/or use alcohol responsibly and not engage in illegal, unprofessional or disruptive behavior.

- 3.3 It is university policy that the possession, consumption, and/or distribution of any alcoholic or intoxicating beverage in an open receptacle or a closed container which has been opened is prohibited in any public area of the University of Houston-Clear Lake campuses except at:
  - A. University sponsored activities and functions organized by registered student organizations, as authorized to have alcoholic beverages by the Dean of Students Office;
  - B. Faculty/staff sponsored activities and functions, as authorized to have alcoholic beverages by the President, the respective Vice President or designee, or respective College Dean;
  - C. Alcohol-related research study environments as authorized by the Provost; and
  - D. On-campus restaurant or food service areas where alcohol is legally distributed or sold.
- 3.4 Exceptions to this policy may be made by the President, the respective Vice President or designee, the respective College Dean, and/or the Dean of Students office.

#### IV. FACILITIES

- 4.1 Any use of facilities where alcohol will be distributed or consumed and where students are allowed to attend is subject to this Alcohol Distribution Policy as well as all guidelines and procedures available on the [Dean of Students' website](#). Any policies, procedures, and/or practices must be consistent with this University policy.
  - 4.1.1. Delivery and distribution of any alcoholic beverages to any University campus or facility, other than what is associated with the University's liquor license and catering operations through the University's licensed and insured campus food service provider, is strictly prohibited.
  - 4.1.2. Where the University is paying for or reimbursing expenses for candidates, consultants, contractors, or others doing business for the University, the University shall not pay for or reimburse any alcoholic beverage purchases.

#### V. UNIVERSITY SPONSORED ACTIVITIES AND FUNCTIONS

The distribution and/or use of alcohol at any University sponsored activity or function is governed by the following general guidelines and approval processes.

- 5.1 General Guidelines
  - 5.1.1. All attendees, including the sponsoring organization/entity, are prohibited from possessing, consuming, and/or distributing alcoholic beverages or containers on or off University campuses/facilities, when not part of a pre-approved University

## MEMORANDUM OF ADMINISTRATIVE POLICY

sponsored activity or function.

- 5.1.2. Only pre-approved University funding sources may be used to purchase alcoholic beverages.
- 5.1.3. Unless otherwise approved by the President, the respective Vice President or designee, the respective College Dean, and/or the Dean of Students office, all alcohol served and/or distributed at a University sponsored activity or function involving students, including registered student organization programs and events, must be secured through and served by the on-campus food-service provider. The on-campus food service provider and any other approved vendors must have an active certification for serving, selling, dispensing or delivering alcoholic beverages from the Texas Alcoholic Beverage Commission (TABC).
- 5.1.4 The sponsoring entity is responsible for paying for the labor and services (only) provided by the on-campus food service provider or any other approved vendor. Student service fees and any funding sources may be utilized to pay for said labor or services, but may not be utilized to pay for the alcoholic beverages.
- 5.1.5 TABC servers must be 21 years of age or older to sell and/or distribute alcoholic beverages. TABC servers are neither permitted to consume alcoholic beverages while serving nor shall they be permitted to serve while intoxicated.
- 5.1.6 Intoxicated individuals will not be served nor permitted to possess alcoholic beverages, to the degree that they may endanger their self or another. University officials, the on-campus food service provider, and/or any other licensed and insured vendor have the right to make this determination.
- 5.1.7 Alcoholic beverages are permitted to be sold, consumed, and/or distributed according to the following parameters:
  - a. Monday – Friday: 5:00 p.m. – 12:00 a.m.
  - b. Saturdays and Sundays: 12:00 p.m. – 12:00 a.m.
  - c. Alcohol beverage service will cease one hour prior to the designated end time of the University sponsored activity or function.
- 5.1.8 Alcoholic beverages will not be served free-of-charge at University sponsored activities or functions involving students, without advance approval in writing from the President, the respective Vice President or designee, the respective College Dean, and/or the Dean of Students office.
  - 5.1.8.1. Should alcoholic beverages be served free-of-charge at the University sponsored activity or function, a non-alcoholic beverage other than water, must also be available free-of-charge.
- 5.1.9. Food must be visible and available throughout the University sponsored activity or function, in sufficient amounts for the number of persons in attendance.

## MEMORANDUM OF ADMINISTRATIVE POLICY

- 5.1.10. No alcoholic beverages are permitted to be brought into and/or leave the approved area of the University sponsored activity or function.
- 5.1.11. The sponsoring college, department, office, or professional association, or registered student organization will oversee adherence to all alcohol-related policies, assume responsibility for the University sponsored activity or function, and control and supervise the distribution of alcoholic beverages in accordance with all applicable federal and state laws, UH System policies, and University policies and procedures.
- 5.1.12. An officer from the University's police department must be present at all times during a University sponsored activity or function involving the selling, distribution, and/or consumption of alcohol, unless otherwise determined by the UHCL Police Department. The number of police officers needed and all security costs will be determined by the UHCL Police Department and the responsibility of the sponsoring individual, party or organization.

### 5.2. Approval Processes

- 5.2.1. Non-Student Function Approval Process: The University permits alcoholic beverages on campus, at a faculty/staff sponsored activity or function, with advance approval from the President, the respective Vice President or designee, and/or respective College Dean, as part of the operation of licensed university facilities and for some University sponsored activities and functions. If students are in attendance, adhere to the Student Function Approval Process and Procedures.
- 5.2.2. Student Function Approval Process: The Dean of Students office is responsible for the approval of the possession, consumption, and/or distribution of any alcoholic or intoxicating beverage at any University sponsored activity or function organized by a registered student organization and/or where students are in attendance.

## VI. **ADDITIONAL PROCEDURES AND GUIDELINES**

The sponsoring college, department, office, student organization, or other entity responsible for the University sponsored activity or function, regardless of student involvement, must complete the additional procedures and guidelines as outlined on the [Dean of Students Office website](#).

## VII. **REVIEW AND RESPONSIBILITIES**

Responsible Party: Vice President of Student Affairs  
Review: Every 3 years

## VIII. **REVISION LOG**

# University of Houston Clear Lake

## MEMORANDUM OF ADMINISTRATIVE POLICY

Revision Number	Approval Date	Policy History/Description Change
1	TBD	No prior issues of this policy.

### IX. REFERENCES

[Texas Alcoholic Beverage Code](#)

University of Houston MAPP 09.03.01

University of Houston – Clear Lake MAPP 01.A.10

Registration of Alcohol Beverage Distribution Form