

▲ REQUEST FOR ALCOHOLIC BEVERAGE SERVICE AT THE UNIVERSITY OF MEMPHIS

In keeping with University Policy for service of alcoholic beverages in University of Memphis Facilities, please complete the form below to request approval for service of alcohol. **Form must be submitted for approval at least seven days in advance of event date to larnett@memphis.edu.**

▲ REQUEST

Name of Event: _____ Date & Time of Event _____
UofM Contact: _____ Phone _____
Department: _____ Email _____
University of Memphis Facility
where event is to be held: _____

UofM Dining is the exclusive caterer for all events located on the university main campus. Initial below confirming UofM Dining is aware of this event and has been given the opportunity to either cater this event or if a catering exception has been granted.

Representative Initials: _____

Type of Alcoholic Beverages To Be Served: Beer Wine

What type of food will be served to attendees? Appetizers Dinner

Catering Vendor: _____ Contact Number: _____

If UofM Dining is NOT your caterer, you must include a copy of Vendor's certificate of insurance and the current State of TN Bartender License with this form.

The University of Memphis policy for the service of alcohol is attached. The noted sections must be initialed prior to submission of this form.

• Please initial here to indicate that students WILL NOT be in attendance: _____

Signature of UofM Contact _____ Date _____

Supporting Chair, Dean, Dept. Head: Print Name _____

Sign _____ Date _____

▲ APPROVALS

Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
_____	_____
Business Continuity and Risk Management	Date
_____	_____
Greg DuBois	Date
Interim CFO	

Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
_____	_____
Dr. Bill Hardgrave	Date
President, University of Memphis	

**▲ GUIDELINES FOR THE SERVICE OF ALCOHOLIC BEVERAGES
AT
UNIVERSITY OF MEMPHIS FACILITIES**

I. Purpose

This policy explains the requirements for possessing, consuming, selling and serving alcoholic beverages on University of Memphis (“University”) property, and at University events.

II. Definitions

- A. “University Property” shall mean all land, ground structures, and any other physical property owned, controlled, or operated by the University.
- B. “University Event” shall, for the purposes of this policy, mean any function, activity or gathering on University Property where the University has given prior approval for service of alcoholic beverages in accordance with the term of this policy.
- C. “Sports Authority Facility” shall mean any facility on University Property that is designed and used for University-sanctioned public sporting events. The following facilities shall be deemed Sports Authority Facilities under this definition: Elma Roane Fieldhouse, FedEx Park, Tiger Softball Complex and Billy J. Murphy Track & Soccer Complex.

III. Policy

Possessing, consuming, selling and/or serving alcoholic beverages on University Property is prohibited except as provided for in this Policy.

The President has the authority to make exceptions to this Policy if such exceptions are deemed to be in the best interest of the University.

This form must be submitted for approval at least **seven days in advance of event date.**

Initials: _____

The following sections govern the possession, consumption, sale and service of alcoholic beverages on University Property.

A. Possession, Consumption and/or Service of Alcoholic Beverages on University Property

Possession, consumption and/or service of alcoholic beverages on University Property is prohibited unless prior written approval is given by the President or President’s designee for a specific University Event or purpose.

Initials: _____

Consumption of alcoholic beverages shall not be the indispensable and essential element of any University Event.

Initials: _____

Service of alcoholic beverages by University employees, students and volunteers is strictly prohibited. Alcoholic beverages may only be served by a University approved bartender licensed in the State of Tennessee.

Initials: _____

Only persons of legal drinking age under Tennessee State law may possess, consume and/or purchase alcoholic beverages on University Property in accordance with the terms of this Policy.

Initials: _____

The use or possession of alcoholic beverages by students on University Property is prohibited. However, students of legal drinking age may consume alcoholic beverages at University Events in accordance with the terms of this Policy.

Initials: _____

No student or student organization shall be permitted to serve or sell alcoholic beverages on University Property or at a University Event.

Initials: _____

Consumption of alcoholic beverages is not permitted in classrooms, labs, faculty or administrative offices, residence halls, student dining halls, or student gathering areas.

Initials: _____

Alcoholic beverages shall not be permitted at any event where the event is marketed and promoted primarily to students.

Initials: _____

No state funds or state accounts can be used to purchase alcoholic beverages except as equipment and supplies for approved academic programs.

Initials: _____

Food and non-alcoholic beverages must be available concurrently with the service or sale of alcoholic beverages at any University Event.

Initials: _____

The only alcoholic beverages that may be possessed or consumed at University Events are those alcoholic beverages that are served or sold at the University Event. Furthermore, alcoholic beverages served or available for sale at University Events must be consumed within the facility or area designated for the Event.

Initials: _____

This policy shall not be construed to prohibit the use of alcoholic beverages in academic coursework where said beverages are not consumed but are used solely in the tasting process in a manner consistent with state law. T.C.A. § 57-4-109.

B. Sale/Service of Alcoholic Beverages at University Events

Selling alcoholic beverages on University Property is prohibited unless prior written approval is given by the President or President's designee for a specific University Event or purpose.

Initials: _____

Prior approval is not required to sell alcoholic beverages at specified Sports Authority Facilities during the following University Division 1 sporting events: Women's Basketball, Men's Baseball, Women's Volleyball, Men's and Women's Soccer, Women's Softball and Men's and Women's Track and Field. However, prior approval is required to sell alcoholic beverages at any other event held at a Sports Authority Facility.

Sale of alcoholic beverages by University employees, students and volunteers is strictly prohibited. Alcoholic beverages may only be sold by a University approved vendor licensed in the State of Tennessee. Contact must provide the license number of bar tender a minimum of one business day prior to start of event.

Initials: _____

Any sale of alcoholic beverages on University Property must be conducted within the requirements of the laws of the State of Tennessee and in compliance with any rules, restrictions or regulations of the Tennessee Alcoholic Beverage Commission.

Initials: _____

Vendor Certificate of Insurance and proof of current State of TN Bartender License attached. Not required if using UofM Dining.

Initials: _____