

**▲ 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.

▲ REQUEST

Name of Event: _____ Date & Time of Event _____
Coordinator: _____ Phone: _____
Sponsor: _____ Fax: _____
Address: _____
University of Memphis Facility
where event is to be held: _____

Type of Alcoholic Beverages To Be Served: ☐ Low point beer ☐ Beer ☐ Wine

Length of Service of Alcoholic Beverages: From _____ To _____

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

Caterer: _____

Comments _____

I, the undersigned, have read and agree to abide by the Guidelines for the Service of Alcoholic Beverages in University of Memphis Facilities (see attached), ensuring that all alcoholic beverages will be served by a licensed bartender, no one under the age of 21 and no student will be present, no one will become intoxicated, and no one will be allowed to leave the event location with an alcoholic beverage.

Signature of Sponsor _____ Date _____

▲ APPROVALS

Approved: ☐ Yes ☐ No

Comments _____

University Staff Monitoring Event On-Site: _____

Authorizing University of Memphis Official

Date

Raaj Kurapati
CFO & Exec. VP, Business & Finance

Date

Approved: ☐ Yes ☐ No

Comments _____

Bill Hardgrave
President, University of Memphis

Date

▲ **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.

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.

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

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.

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.

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.

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

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

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

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

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

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.

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.

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.

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.