

# THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA

**TITLE:       EVENT ALCOHOL SERVICE AND USE POLICY**

## **SECTION I.   PURPOSE**

The University of Tennessee at Chattanooga ("UTC"), in compliance with all state and local laws, regulations, rules and ordinances, allows lawful and responsible alcohol consumption at UTC-sponsored events, subject to the restrictions of this policy. This policy has been adopted to provide guidance to UTC employees and units (e.g., departments, colleges, divisions, etc.) and non-UTC persons and entities on the authorized possession, use, and purchase of alcoholic beverages at UTC-sponsored events.

## **SECTION II.   SCOPE AND APPLICATION**

This policy applies to all employees and constituent units of UTC, and to any non-UTC persons or entities holding events at any facilities owned, leased, or controlled by UTC. This policy is intended to be consistent with all state and local laws, rules, and regulations. In the event of a conflict between this policy and any state or local law, rule, or regulation, the state or local law, rule, or regulation will prevail. This policy is also intended to be consistent with all University of Tennessee System and Board of Trustee policies. In the event of a conflict between this policy and any University of Tennessee System or Board of Trustee policy, the University of Tennessee System or Board of Trustee policy will prevail.

As used in this policy, the following terms are defined as follows:

1. **Employee:** Any person who is classified as a full-time or temporary employee of The University of Tennessee under [UT Policy HR0105](#), regardless of whether such person is registered for an academic offering at UTC during the current academic term or period. For purposes of this policy, the term "employee" does not include persons classified as "student employees" under [UT Policy HR0105](#).
2. **Event organizer:** Any person or entity that holds a UTC-sponsored event.
3. **Student:** Any person registered for an academic offering at UTC during the academic term or period who is not an "employee" as defined under this policy. For purposes of this policy, the term "student" includes any person classified as a "student employee" under [UT Policy HR0105](#).
4. **UTC-sponsored event:** (1) any event that is funded or conducted primarily by UTC or one of its constituent units (e.g., department, college, division, etc.), whether on or off campus; or (2) any event held at a facility owned, leased, or controlled by UTC. Examples of off-campus UTC-sponsored events include, but are not limited to, UTC-sponsored events held at the personal residence of a UTC employee, a restaurant, a conference center, a hotel, or a hospitality suite.

## **SECTION III.   PROCEDURES**

Alcoholic beverages may not be served or consumed at a UTC-sponsored event unless in accordance with the following requirements and conditions:

## **A. Approval**

At least ten (10) days prior to any UTC-sponsored event at which alcoholic beverages will be served, the event organizer should submit to the Chancellor's Office a [Request for Use of Alcohol Form](#), and the Chancellor or his/her designee must approve and authorize the event. The Chancellor or his/her designee reserves the right to revoke approval of an event at any time based on his or her sole judgment and for any reason, including, but not limited to, failure to comply with this policy.

## **B. Vendors**

Unless otherwise authorized by the Chancellor, alcoholic beverages may be served at UTC-sponsored events only by vendors who are properly licensed and possess all appropriate state and local permits. Any individual serving alcoholic beverages must possess the appropriate license and credentials.

## **C. Service to Students Prohibited**

Students may not be served or be in possession of alcoholic beverages at a UTC-sponsored event. Students who attend an event should be clearly identified as students, and servers at such events should be made aware of students in attendance in order to take appropriate measures to prevent students from being served alcoholic beverages.

## **D. Purchase and Reimbursement of Costs**

1. For any UTC-sponsored event in which UTC or a UTC unit is the event organizer, all alcohol beverages must be donated or purchased with funds from an appropriate restricted discretionary account, subject to the requirements of [UT Policy FI0715](#). Such discretionary account shall not include funds derived from state taxes, tuition, or student fees which are appropriated or re-appropriated by the Tennessee State General Assembly.
2. Any reimbursement of costs for a UTC-sponsored event, including costs of alcoholic beverages, are subject to the restrictions under [UT Policy FI0715](#). If reimbursable costs for the event are expected to exceed \$1,000 in total or \$100 per person, prior approval by the Chief Business Officer is required.
3. Alcohol shall not be given to any persons as a gift from UTC.

## **E. Specific Requirements for On-Campus University-Sponsored Events**

At any on-campus UTC-sponsored event at which alcoholic beverages are served, the following requirements must be followed:

1. The event organizer shall be responsible for making the proper and correct arrangements for the service and consumption of alcoholic beverages at the event in accordance with this policy and all other University policies, including purchasing, entertainment, and gift policies.

2. Event attendees must be controlled by the event organizer by using an "invitation only" guest list. All guests must be listed by name on the guest list. A UTC official must be designated to ensure that only invited guests are allowed entry into the event. No open service to the public is allowed.
3. A maximum of two alcoholic beverages may be served to each attendee who is not a student, unless otherwise authorized by the Chancellor.
4. For events held by UTC or a UTC unit, the event must be free of charge, unless otherwise authorized by the Chancellor. Guests may not be charged for food, alcohol, or entry to the event, unless otherwise authorized by the Chancellor.
5. The locations on campus at which events where service or consumption of alcohol may be approved are limited to the following:
  - (1) UTC University Club  
Patten House  
801 Oak Street
  - (2) UTC Fine Arts Center  
752 Vine Street
  - (3) UTC Development House  
605 Oak Street
  - (4) UTC Library 4<sup>th</sup> Floor  
600 Douglas Street
  - (5) Engel Stadium  
1130 East Third Street
  - (6) Tennessee Room in the UTC University Center  
642 Fifth Street

Alcohol service or consumption at any location on campus not identified in this section is prohibited unless specifically authorized by the Chancellor or his/her designee.

6. Throughout the entirety of the event, measures must be in place to ensure that attendees do not carry alcohol beverages served at the event to any areas outside of the confines of the authorized location.

#### **F. Specific Requirements for Off-Campus University-Sponsored Events**

At any off-campus UTC-sponsored event at which alcoholic beverages are served, the following requirements must be followed:

1. The event organizer shall be responsible for making the proper and correct arrangements for the service and consumption of alcoholic beverages at the event in accordance with this policy and all other University policies, including purchasing, entertainment, and gift policies.
2. A maximum of two alcoholic beverages may be served to each attendee who is not a student, unless otherwise authorized by the Chancellor.
3. The event must be free of charge, unless otherwise authorized by the Chancellor. Guests may not be charged for food, alcohol, or entry to the event, unless otherwise authorized by the Chancellor.

#### **G. Enforcement**

A UTC employee who fails to comply with this policy may be subject to disciplinary sanctions up to and including termination.

### **SECTION IV. HISTORY AND REVIEW**

#### **A. Version**

This is the third version of this policy.

#### **B. Periodic Review**

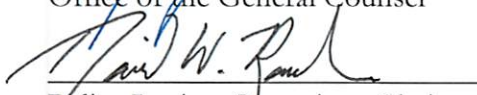
This policy is effective December 15, 2017. This policy shall be reviewed on or before December 15, 2022.

#### **Authorization**

REVIEWED BY:

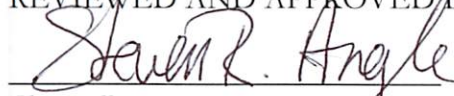
  
Office of the General Counsel

1-4-18  
Date

  
Policy Review Committee Chair

JANUARY 4, 2018  
Date

REVIEWED AND APPROVED BY:

  
Chancellor

1-8-18  
Date