

Campus Operations: OP00001-M Alcohol Procedure	
Version: 1	Effective Date: 08/31/2022

Campus Operations

Alcohol Procedure

OBJECTIVE:

To provide guidance to the Martin campus on the possession, use and purchase of alcohol on campus.

General Procedure

The University of Tennessee at Martin allows lawful, responsible service, possession, and consumption of alcoholic beverages in compliance with federal, state, and local law, and in compliance with University policies, including this procedure.

Definitions

- A. **Event Registration Procedure:** The procedure by which the University approves events with alcoholic beverages hosted by university units or registered student organizations on University-Controlled Property, or by registered student organizations off University-Controlled Property. The event must be submitted by the sponsor or host of the event to the appropriate University office: Finance and Administration (for non-students) and the Office of Student Life (for student organizations). The Senior Vice Chancellor for Finance and Administration and the Vice Chancellor for Student Affairs, or their designees, as appropriate, may adopt event registration procedures that include specific requirements for and restrictions on the service, possession, and consumption of alcoholic beverages at their discretion.
- B. **University-Affiliated Activity:** An activity on or off university-controlled property that is initiated, aided, authorized, sponsored, or supervised by the University.
- C. **University-Controlled Property:** All land, grounds, structures, or any other property owned, controlled, or operated by the University.

Procedures: University-Controlled Property and University-Affiliated Activities

- A. No alcoholic beverages of any kind may be served, possessed, or consumed on University-Controlled Property or at University-Affiliated Activities by persons under the legal drinking age (minimum age of 21 years in the State of Tennessee or the minimum age prescribed by the laws of foreign countries).
- B. University units and registered student organizations holding events at which alcoholic beverages are served, possessed, or consumed on University-Controlled Property must comply with the Event Registration Procedure.
- C. Alcoholic beverages at registered events may only be served by vendors who have been approved by the University. Approved vendors must be properly licensed and possess all appropriate governmental permits and licenses. Any individual serving alcoholic beverages on behalf of the vendor must also possess the appropriate license.

Approved vendors and their agents must adhere to university policies and regulations and federal, state, and local laws.
- D. Alcoholic beverages are to be served as an adjunct to social events and must not be the primary focus of the event. Non-alcoholic beverages and food also must be available at all times that alcoholic beverages are made available.
- E. The Senior Vice Chancellor for Finance and Administration will designate facilities on University-Controlled Property at which alcoholic beverages may be sold to the public on an ongoing basis (e.g., athletic facilities, theaters). Otherwise, the sale of alcoholic beverages on University-Controlled Property must be approved on an event-by-event basis by the Senior Vice Chancellor for Finance and Administration. Students 21 and older are permitted to possess and consume alcoholic beverages at events where alcoholic beverages are sold to the public.
- F. Tailgating, or gatherings occurring at reasonable times before scheduled home football games or other intercollegiate athletics contests, will be allowed on University-Controlled Property in a manner and in areas deemed acceptable by the University. Individuals who choose to consume alcoholic beverages at these gatherings, including students and employees, must comply with all federal, state, and local laws, including but not limited to alcohol-related laws. Individuals at tailgate gatherings are responsible for their own behavior. Tailgating gatherings hosted by University units or registered student organizations must comply with the Event Registration Procedure.

G. No alcoholic beverages are permitted in residence halls.

Procedures: Students and Registered Student Organizations Off University- Controlled Property

Students may possess and consume alcoholic beverages off University-Controlled Property in compliance with federal, state, and local law.

Registered student organizations hosting events at which alcoholic beverages are present off University-Controlled Property must comply with the Event Registration Procedure established by the Vice Chancellor for Student Affairs.

Private Events

Alcoholic beverages may also be stored, served, and consumed when University facilities are leased for private events not affiliated with the University, in accordance with the lease agreement executed between the University and the lessee. The delivery of alcoholic beverages to approved leased facilities must conform to the stipulations outlined in the lease. Alcoholic beverages must be stored and consumed within the area defined in the lease. University employees may not transport or store the alcoholic beverages, and all movement of such products must be initiated by the lessee or the lessee's designee.

Approved Purchasing Processes

The University does not have a license to sell alcoholic beverages.

The University has an obligation to manage its funds in a manner consistent with the best interests of the citizens of Tennessee. Purchasing certain items may cause the public to believe the institution is not exercising its responsibility in an appropriate manner. Alcohol is one such item that comes under great scrutiny.

University units may not purchase or store alcoholic beverages for future use without the prior approval of the Senior Vice Chancellor for Finance and Administration.

The purchase of alcoholic beverages is prohibited on the University Procurement Card. If the card is used at certain alcohol vendors, the card will be denied. Exceptions may be made where the purchase of alcoholic beverages is required for research purposes.

Alcoholic beverages may not be charged to any funds that preclude such expenditures because of donor or grant restrictions and may not be charged to state-appropriated accounts. There are specific restricted ("R") accounts which allow the purchase of alcoholic beverages assigned for that purpose.

E&G funds cannot be used for the purchase of alcoholic beverages; however, these funds can be used for the payment of the licensed server.

Related Laws and Policies

1. [SA0875 - Firearms](#) (prohibiting employees from possession of handgun while under the influence of alcohol)
2. [Tennessee Code Annotated § 39-17-1321 Possession of Handgun While Under Influence - Penalty](#)

Responsible Official & Additional Contacts

Subject Matter	Office Name	Telephone Number (xxx) xxx-xxxx	Email/Web Address
Procedure Clarification and Interpretation	Financial Affairs	(731) 881-7800	prencher@utm.edu