



**Approval to Serve
Alcohol on Campus**

Return this form to the Office of the President, 341 Administration Building, University of Memphis, Memphis, TN 38152.

EVENT DETAILS

Location of Event (Building and Room Number): _____

Sponsoring Group(s): _____ Date of Event: _____

Individual to be Present and Responsible: _____ Phone: _____

Address: _____ City, State, Zip: _____

Will students (including graduate students) be participating in the event? ____ Yes ____ No

STIPULATIONS & APPROVAL

In accordance with University Policy GE2048 - Alcohol Use and Sale on Campus, I am requesting permission to serve alcohol at the aforementioned event. As the sponsoring individual, I acknowledge my responsibility to make certain that the consumption of alcohol at this event is in compliance with University of Memphis policies and all state and local laws related to the serving of alcoholic beverages. Specifically, I acknowledge the following stipulations:

- No state funds nor state accounts can be used to purchase alcoholic beverages.
- Alcohol will not be permitted at events where the target audience consists mainly of students (including graduate students).
- The availability of alcoholic beverages at approved events is to be only one element of a well-planned and structured program, it is not to be the focus or an essential element of the event.
- The organizers and sponsors of events where alcohol will be served are responsible for obtaining any required permits from the state or local government and complying with terms of that permit.
- At events at which minor children will be present, an adult must oversee the alcohol service at all times.
- Individuals and university groups which sponsor events where alcoholic beverages will be served are prohibited from charging for the alcohol, unless pre-approved as a designated space/event where alcohol sales have been approved in accordance with University policy.
- Food and non-alcoholic beverages must also be served concurrently with the serving of alcoholic beverages at the event.
- The only alcoholic beverages that may be possessed or consumed at campus events are those alcoholic beverages that are served at the event.
- Alcoholic beverages served at an event must be consumed within the facilities designated for the event.
- The sponsoring group is responsible for identifying an individual to be present at the event and responsible for ensuring that the event complies with this policy.
- The President may limit the length of the event and the amount of alcohol to be served, the nature of the event, and the number and age of the anticipated participants attending.
- Events including alcohol shall not be in classrooms, labs, faculty or administrative offices, residence halls, student dining halls, or student gathering areas.

I have reviewed the stipulations regarding the serving of alcohol on the University of Memphis campus and understand that they apply to the event sponsored by my organization.

Signature of Sponsoring Individual: _____ Date: _____

Approval of President (or Official Designee): _____ Date: _____