



| Campus Alcohol Policy | |
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| Responsible Official: Chief Operating Officer | Responsible Office: Public Safety |

Policy Purpose

The purpose of this policy is to provide guidance on the possession, use, and purchase of alcohol on campus and the purchase of alcohol off campus. The University has an obligation to manage its funds in a manner consistent with the best interests of the citizens of Tennessee including any purchase of alcoholic beverages using Foundation funds.

Policy Statement

- I. General Policy
East Tennessee State University, in compliance with federal, state, and local law, allows lawful, responsible alcohol consumption at a University owned or controlled property where alcohol is allowed.
- II. Students
 - A. The use and/or possession of alcoholic beverages is prohibited on University owned or controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages on or off University owned or controlled property, including but not limited to, where an affiliated group or organization has alcoholic beverages present and available for consumption.
 - B. Student organizations hosting off-campus events must comply with ETSU student organization policies and procedures for registering events with alcohol and all risk management assurance guidelines. ETSU student organizations associated with a local, state, regional, or international organization will be held responsible for compliance with risk management policies and procedures required for that affiliation. The policy and procedures are administered by the Student Organization Resource Center (SORC).
- III. Approved Campus Locations
 - A. Serving or consuming alcoholic beverages is prohibited in all academic buildings and student facilities unless the building is noted in the Approval to Serve Alcohol Form as an approved location.
 - B. The University recognizes serving alcoholic beverages at select university functions is appropriate as alumni, donors, and other special guests are entertained. However, these functions are to be held only in approved locations and are subject to the restrictions outlined within this policy.
 - C. Approved locations are listed in the Approval to Serve Alcohol Form.

- D. Due to the number of approved locations, only under extenuating circumstances shall exceptions be granted. The President or designee has the authority to grant these exceptions, which will be in writing as outlined in the procedures.
 - E. The President or designee has the authority to deny the use or serving of alcoholic beverages at any ETSU affiliated event or event taking place at property owned or controlled by ETSU. The President or 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.
- IV. Conditions for the Presence of Alcoholic Beverages
- A. Alcoholic beverages must only be served by vendors who are properly licensed and possess all the appropriate state and local permits. Any individual serving alcoholic beverages must possess the appropriate license and credentials.
 - B. Underage persons must not be served or be in possession of alcoholic beverages at any University controlled event on or off campus.
 - C. If the sponsor is an external entity, the sponsor must agree to indemnify the university from all liability arising from the service of alcoholic beverages at the event and provide proof of adequate general liability insurance.
- V. Stadium and Arena Suites
- Suite-holders may elect to store and serve alcoholic beverages inside the stadium's suites. Alcoholic beverages must be stored and consumed within the defined suite area. The delivery of alcoholic beverages to the individual suites must conform to the stipulations issued by the Department of Athletics. Furthermore, University employees may not transport or store the alcoholic beverages, and all movement of such products must be initiated by the suite-holders or their designee.
- VI. Approved Purchasing
- A. The University does not have a license to sell alcoholic beverages. University personnel and University groups which sponsor events where alcoholic beverages will be served are prohibited from charging for alcoholic beverages.
 - B. State funds may not be used for the purchase of alcoholic beverages. Some ETSU Foundation funds may allow for the purchase of alcoholic beverages. University funds may be used to pay for the services of the licensed server.
 - C. Purchasing and entertainment policies must be followed.
- VII. Sale of Alcoholic Beverages
- A. If property owned by the University is leased to a third party, the lease may allow for the sale of alcoholic beverages on the property, subject to applicable state and local laws. The lease must be for a period of at least twelve months; must require the lessee to obtain the University's prior approval of the sale of alcoholic beverages and provide for immediate termination of the lease if violations of the applicable federal, state, or local laws occur.
- VIII. Exceptions to this policy can be made at the discretion of the President.

Definitions

ETSU Affiliated Event – Any event that is under the direction or control of the University, regardless of its location.

Policy History

Effective Date: 11-10-2017

Revision Date: 02-14-2019

Procedure (s)

To host an event, organizers and sponsors submit a Request for Use of Property or Facilities Form when required by the policy on [Use of Campus Property and Facilities](#).

Event organizers and sponsors who desire to serve alcoholic beverages submit an Approval to Serve Alcohol Request Form to the President's Office at least ten (10) working days prior to the event.

Sodexo is properly licensed and possesses all appropriate state and local permits required for serving alcoholic beverages. Sodexo is the sole vendor for alcoholic beverages at the Millennium Center unless a special occasion license is obtained through and in accordance with the regulations of the Tennessee Alcoholic Beverage Commission.

ETSU Affiliated Event at an Approved Location

- I. Organizers and sponsors of events taking place at an approved location as designated in this policy where alcoholic beverages are present register the event with the President or designee by submitting the Approval to Serve Alcohol Form.
- II. Organizers and sponsors submit a completed copy of the Vendor Statement of Responsibility Form during the event registration.
- III. The President or designee will notify the event contact person listed on the event registration of the decision.

ETSU Affiliated Event at a Non-Approved Location

- I. Events taking place at a non-approved location where alcoholic beverages will be served complete the following steps:
 - a. Organizers and sponsors register an event with the President or designee by submitting the Approval to Serve Alcohol Form.
 - b. Documentation detailing the circumstances under which an exception is being requested for approval to serve alcoholic beverages is submitted during the event registration.
 - c. A completed copy of the Vendor Statement of Responsibility Form is submitted during the event registration.
 - d. The President or designee will notify the event contact person as listed on the event registration of the decision on the exception to serve alcoholic beverages.

External Event on ETSU Property

- I. External entities wishing to utilize University owned or controlled facilities for an event at which alcohol is to be present complete the appropriate documentation through the [Camps and Conferences Office](#).
- II. The Camps and Conferences Office provides the completed documentation to the President or designee in accordance with the Approval to Serve Alcohol Form to seek an exception for and/or register the event.
- III. The Camps and Conferences Office is notified of the decision on the exception to serve alcoholic beverages, if one has been requested, and provides the decision to the external entity.

Procedure History

Effective Date: 2-14-2019

Revision Date:

Related Form(s)

[Request for Use of Property or Facilities Form](#)

[Approval to Serve Alcohol Form](#)

[Alcohol Vendor Statement of Responsibility Form](#)

Scope and Applicability

Primary: Facilities and Operations

Secondary: Health and Safety