

UTIA Fiscal Policy 715A (Alcohol Policy)

OBJECTIVE: To provide guidance to the University of Tennessee Institute of Agriculture (UTIA) on the possession, use and purchase of alcohol on the UTIA Campus in Knoxville and UTIA facilities throughout the state.

General Policy

The University of Tennessee Institute of Agriculture, in compliance with federal, state and local law, allows lawful, responsible alcohol consumption at University functions at the approved locations listed in the **Approved Locations** section of this policy. Consumption of alcohol at non-University events held in an off campus UTIA facility under a lease agreement is allowed in accordance with the **Lease of UTIA Facilities for Non-University Events** section of this policy. In addition to complying with this policy, UTIA employees must comply with all UT policies and procedures related to alcoholic beverages, including [Safety Policy 575](#); [Human Resources Policy 580](#); [Human Resources Policy 720](#); and [Policy F10715](#), Entertainment, Group Arranged Events and Food Purchases of UT Sponsored Conferences and Seminars. For the UTIA Campus in Knoxville, UTIA employees also must comply with the UT Knoxville [Alcohol Policy](#), and UTIA students and student organizations are subject to the UT Knoxville policy on student possession and consumption of alcohol contained in [Hilltopics](#), the Student Handbook.

Approved Locations

UTIA recognizes that serving of alcohol at certain University functions is appropriate as alumni, donors, and other special guests are entertained. However, functions at which alcohol is served can be held only at the following approved locations and are subject to the restrictions described in the **Procedures** section of this policy:

UTIA Campus Knoxville

- Plant Biotech Building
- UT Gardens

Off Campus State-wide

- UT Arboretum
- Lone Oaks 4-H Center (Sale Barn and other conference facilities west of Sale Barn)
- UT Garden—Plateau Research and Education Center
- West Tennessee Research and Education Center
- Middle Tennessee Research and Education Center

Procedures

Alcoholic beverages may only be served by vendors that are properly licensed and possess all the required state and local permits. Any individual serving alcoholic beverages must possess the required license and credentials.

Currently enrolled students (undergraduate or graduate, regardless of age), or any other person under 21 years of age, may not be served or be in possession of alcoholic beverages at any UTIA controlled event on or off campus.

Students should be clearly identified and servers must be made aware of the policy prohibiting service to students regardless of age.

The serving or consumption of alcoholic beverages at any event that involves 4-Hers, or any other youth group, is strictly prohibited.

The serving or consumption of alcoholic beverages at any UTIA location other than those noted above as approved locations is prohibited. An exception to this prohibition will only be granted in rare, extenuating circumstances. The UTIA Chancellor or his or her designee has the authority to grant these rare exceptions. Request for an exception must be submitted to the Chancellor (or his or her designee) in writing with justification.

Lease of UTIA Facilities for Non-University Events

At selected UTIA locations, facilities are leased for private events such as company retreats, board meetings, conferences and weddings. UTIA may approve the serving and consumption of alcohol in accordance with a lease agreement executed between UTIA and the lessee. The lease agreement shall specify that the lessee must agree to the following:

- Alcoholic beverages may only be served by vendors who are properly licensed and possess all the required state and local permits. Any individual serving alcoholic beverages must possess the required license and credentials.
- The delivery of alcohol to approved leased facilities must conform to the stipulations outlined in the lease. Alcohol must be stored and consumed within the area defined in the lease. UTIA employees may not transport or store the alcohol products, 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 alcohol.

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.

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

E&G funds cannot be used to purchase alcohol; however, these funds can be used for the payment of the services of a licensed server. The purchase of alcoholic beverages must be charged to specific restricted ("R") accounts assigned for that purpose. The purchase of alcohol may not be charged to federally sponsored grants and contracts or to any other funds that preclude such expenditures because of donor or grant restrictions.

The purchase of alcohol must comply with University fiscal policies on purchasing (FI0415) and entertainment (FI0715).