

Response Guideline: Alcohol Requests

Purpose: To establish a procedure for gaining EVC approval for events that involve alcohol. UTHSC has implemented revisions to the [Alcohol Policy](#) in compliance with the State of Tennessee’s “Drug-Free School Zone”

Scope: All UT Health Science Center campuses and non-UTHSC personnel wishing to host events on the Memphis Health Science Center campus at which alcohol will be present.

Responsibilities:

- **EVC/COO:**
 - Review applications that are recommended for approval by the Office of Campus Safety and Emergency Management.
 - Respond to applicant requests for exceptions.

- **Campus Safety and Emergency Management:**
 - Review applications submitted through Qualtrics for compliance with the campus Alcohol Policy.
 - Respond to applicants for further information and documentation.
 - Retain documentation on each event.
 - Forward recommendations for approval to the EVC/COO.

- **Student Affairs:**
 - Review applications for event registration for events hosted by student organization for compliance with the campus Alcohol Policy .
 - Review applications for alcohol requests for events with student involvement.

- **Student Applicants:**
 - Submit application for event registration through Engage.
 - Submit application for alcohol request through the Maxient form for Student Affairs approval.
 - Submit application for alcohol event request through the Qualtrics form for Campus Safety and Emergency Management review.
 - Provide required documentation as requested by Campus Safety
 - Provide a single applicant or point of contact for each application pertaining to a specific event.

- **Staff/Faculty Applicants:**
 - Submit application for alcohol request through the Maxient form for Student Affairs approval when student will be present at an event where alcohol will be present.

- Submit application for alcohol event request through the Qualtrics form for Campus Safety and Emergency Management review.
- Review and adhere to the UTHSC Alcohol Policy
- Serve as the only applicant for all applications pertaining to the specific event

Procedure:

1. UTHSC Student Applicants are to apply for event registration through [Engage](#). The events are to be applied for and approved at least 15 days in advance of the event's date. This step is only to be completed by Student Applicants.
2. Student and Staff/Faculty Applicants are to apply for alcohol approval through Student Affairs through the [Maxient](#) form. This form is to be completed at least 15 days in advance of the event's date.
3. Student and Staff/Faculty Applicants are to apply for EVC/COO approval through the [Qualtrics](#) form found on the UTHSC Campus Safety website. This application must be submitted at least 15 days in advance of the event's date.
4. Once the application has been submitted to Campus Safety, they will review the application and will reach out to gather further information or documentation.
5. Once all necessary information, approvals, and documentation has been received, Campus Safety will draft the approval letter. The letter is then submitted to the EVC/COO as recommendation for approval.
6. The EVC/COO will review the letter and approve or deny the letter. It is then sent back to Campus Safety, who will forward the letter to the applicant.

Campus Safety Application Requirements:

When filling out the application for EVC approval, the following information is required for approval:

- Name of event
- Event date
- Event start and end time
- Location of event
- Department or organization hosting the event
- Event contact
 - The applicant will serve as the event contact. Only one event contact per event application.
- Number of anticipated attendees
- Sober contacts in accordance with the Alcohol Policy's 1:25 ratio

- The application only allows for up to 8 sober contacts. If additional sober contacts are required, the full list can be emailed the Campus Safety alcohol administrator at safety@uthsc.edu.
- Checkboxes for compliance with UTHSC Alcohol Policy
 - These checkboxes must be checked in the application. Most of the required information can be confirmed in email. If these checkboxes are not checked off, then the application will have to be redone.

Documentation:

Documentation may be required for the application to be approved. There are several variations in each event that can require different documents for EVC approval.

- Student Applicants will always require the Engage registration approval and the Maxient Student Affairs alcohol approval.
- Staff/Faculty Applicants hosting events with student involvement will require the Maxient Student Affairs alcohol approval.
- Staff/Faculty Applicants hosting events with no student involvement will not require any of the previous approvals and only need to submit the Qualtrics form to Campus Safety.

Variations on Documentation Requirements:

Depending on the specifics of the event, there can be different documents and approvals that may or may not be necessary from the applicant.

- Alcohol Provider Insurance and Licensure
 - If an event is held at an established restaurant where alcohol service is provided, then licensure and insurance documentation is not required.
 - If a third-party caterer is being used to provide alcohol service, then the required documentation to be provided will be their certificate of insurance, their catering license, and the employees' alcohol server permits.
 - If a third-party caterer does not have the required catering license, the venue can provide their license. The catering company will still need to provide their employees' alcohol server permits
- Approvals
 - Students and Student Organizations hosting the event will always require approved Event Registration and Student Affairs alcohol approval.
 - Student Affairs alcohol approval is always necessary for events where students will be present.
 - Staff/Faculty events on university property using a third-party caterer and who will not have students present will require EVC/COO approval

- Staff/Faculty events where not students will be present and the event is held off-campus at an establishment who provides alcohol service, such as a restaurant, do not require any approvals.

Exceptions:

Campus Safety will not recommend for EVC/COO approval events that do not meet the requirements of the Alcohol Policy or for which suitable documentation has not been provided. Applicants for events not recommended for approval may request that the EVC/COO or Chancellor allow an exception to the policy. Applicants must make such appeals directly to the EVC/COO or Chancellor and provide documentation that the request for exception has been granted (e.g., email from the EVC/COO or Chancellor granting the exception). Campus Safety does not make requests for exceptions on behalf of applicants.

Deadlines:

Submissions to Campus Safety must be submitted 15 days in advance of the event. Given the interdepartmental nature of these requests, an application does not need to be completed in its entirety before submission (e.g., caterers license can be provided after initial submission). It is necessary to complete the application before the deadline of 15 days prior to the event. This is necessary to allow for further information to be obtained and to give the EVC/COO adequate time for receipt, review and approval. Applications submitted past the deadline risk not being recommended for approval or not being received by the EVC/COO for approval in time for approval to be granted.

Notes:



While events are not limited to the four (4) hour time frame, the alcohol service is limited to this time frame. For events that will last longer than four (4) hours, the application must list the time frame where alcohol service is applicable. This window cannot exceed the four-hour time frame.

Documentation Examples:

University of Tennessee Health Science Center
Campus Safety and Emergency Management
Alcohol Policy

Date: 2/14/2025

Caterer License to provide alcohol:

TN Tennessee State Government	State of Tennessee Alcoholic Beverage Commission	
CATERER LICENSE		
License Number : LBDCAT-SHE-1821090		
Application having been duly made in compliance with the Provisions of Chapter 211 of the Public Acts of 1967, a permit to sell Alcoholic Beverages is hereby issued to:		
Name of Business: CFY CATERING, LLC	Effective Date: 08/25/2023	
DBA: CFY Catering	Issuance Date: 10/02/2023	
Business Address: 6490 MEMPHIS ARLINGTON RD	Expiration Date: 08/24/2024	
Suite 105		
BARTLETT, TN 38135		
County Name: SHELBY		
		

Certificate of Insurance:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/17/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Kemmons Wilson Insurance Group LLC		CONTACT NAME: Richard Healy PHONE (A/C, No, Ext): 901-346-8808 FAX (A/C, No): 901-345-8280 E-MAIL ADDRESS: rhealy@kwiwig.com	
INSURED CFY Catering, LLC 6490 Memphis Arlington Rd STE 105 Memphis TN 38133		INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : Tri-State Insurance Company of Minnesota INSURER B : Firemens Insurance Company of Washington D.C. 21784 INSURER C : INSURER D : INSURER E : INSURER F :	


COVERAGES **CERTIFICATE NUMBER:** 1652458634 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		ADV446549243	3/23/2023	3/23/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 3,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY		ADV446549243	3/23/2023	3/23/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		ADV446549243	3/23/2023	3/23/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WCA446549443	3/23/2023	3/23/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	LIQUOR LIABILITY		ADV446549243	3/23/2023	3/23/2024	Aggregate/Occ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Memphis Botanic Gardens 750 Cherry Road Memphis TN 38117	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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5-YEAR SERVER PERMIT <i>State of Tennessee Alcoholic Beverage Commission</i>	
	FREDERICK L. PIERSON [REDACTED] AVENUE NASHVILLE, TN [REDACTED] Permit Number 688507 Date Issued 3/29/2016 Expiration Date 3/29/2021
For the period that this permit is valid, you are authorized to serve alcoholic beverages at any licensed liquor-by-the-drink establishment in Tennessee. While you are on duty serving alcohol, you must have this with you or on the premises.	
DISCLAIMER: This permit is not a legal form of identification.	