

# Procedure: Use of Alcoholic Beverages at Authorized Events

## **I. PURPOSE**

The purpose of these procedures is to provide basic guidelines for the sale, serving, supply and consumption of alcoholic beverages at authorized events on property owned, leased or controlled by Virginia State University. An authorized event is an approved function on or off campus that serves a business, economic development, civic, social or educational purpose.

## **II. AUTHORITY AND SCOPE**

The procedures apply to all administrative and academic departments and work units of the University regarding the sale, serving, supply and consumption of alcoholic beverages at authorized events on property owned, leased or controlled by the Virginia State University. Any outside organization contracting with the University for use of its facilities are also subject to the terms of this policy.

## **III. DEFINITIONS**

**Event Organizer or Coordinator:** an employee of the University who is the planner and contact person of an event, is at least twenty-one years of age, and who has oversight responsibilities for ensuring the event involving the sale, serving, and consumption of alcoholic beverages is compliant with Virginia State University's Alcohol and Drug Policy and Procedure for the Use of Alcohol at Authorized Events.

**Event Sponsor/Provider:** an individual who is at least twenty-one years of age or an organization or association who has requested permission to (1) hold an event on campus at which alcohol will be served and/or sold; or (2) to sell, serve, or distribute alcohol at an authorized event.

**Event Onsite-Supervisor:** an individual who is at least twenty-one years of age who is designated by the Sponsor/Provider to assume responsibility for direct supervision of the sale, serving, and consumption of alcoholic beverages at the authorized event.

**Sale of Alcoholic Beverages:** any transfer, trade, exchange or barter, in any manner or by any means, for consideration, including, but not limited to, written invitations, required fees or the purchase of tickets for admission to an event at which alcoholic beverages will be served.

**Service of Alcoholic Beverages:** taking orders for, handling, delivering or pouring/mixing of alcoholic beverages

## **GENERAL PROCEDURES**

The University President may, at his or her sole discretion, decline to allow the service or sale of alcoholic beverages at a particular event and, determine those areas on campus in which alcohol will be allowed. All decisions regarding the service or sale of alcoholic beverages on campus shall rest with the President or his/her designee. Event organizers and planners should be

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mindful that the vast majority of events at the University take place without alcohol, that most members of the undergraduate community are not of legal drinking age, and that among those who are of legal drinking age, many do not drink alcoholic beverages at all.

- a) Any and all designated locations on campus at which the service, sale and/or consumption of alcoholic beverages will be authorized will be in writing.
- b) The possession, service, sale and consumption of alcoholic beverages at authorized events on campus shall be in strict compliance with this policy and all federal, state and local laws. All persons coming onto the campus or any other facility owned or operated by Virginia State University must comply with these laws.
- c) The service or sale of alcoholic beverages pursuant to this policy procedure shall be limited and restricted to events authorized only by university officials to fulfil a business, economic development, civic, social or educational purpose.
- d) The service or sale of alcoholic beverages shall always be sponsored by an outside entity possessing the appropriate federal, state and local licenses and shall not be sponsored by Virginia State University, its officials or employees.
- e) Alcoholic beverages may not be carried or consumed outside rooms or areas designated for an approved event.
- f) The sale of alcoholic beverages will end one hour prior to the end of the event unless otherwise stated and previously authorized by the appropriate University official.
- g) No State or Federal funds may be used to purchase alcohol for service at the University. The prohibition does not apply to purchase of alcohol for the exclusive use in a college's culinary arts programs, provided the respective college administration has adopted written procedures to regulate the purchase, storage and use of alcohol in these programs.
- h) Contracted individuals and service organizations will be required to verify and maintain the proper training, licenses, permits and insurance which give the authority to serve, supply and/or sell alcoholic beverages on campus.
- i) Employees who have duties and responsibilities or assigned roles (i.e., event organizer, coordinator or manager) that have oversight of the service or sale of alcoholic beverages at a particular event are required to be familiar with laws governing the possession, service, sale and consumption of alcoholic beverages.

### Event Requirements

- The appropriate security or other precautionary measures will be in place for authorized events during which alcoholic beverages will be served, sold, and/or consumed. Designated areas shall be clearly indicated, marked and/or posted.

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- No one under the age of twenty-one will be served alcoholic beverages at any event on property owned, leased or controlled by the University. Signs notifying attendees of this requirement will be posted at events which admit individuals under the age of twenty-one. Proof of age<sup>1</sup> must include presentation of a valid driver's license or non-driver identification card, a valid passport, or a valid identification card issued by the United States Armed Forces.
- All attendees at authorized events are required to drink responsibly. Individuals exhibiting signs or behaviors of the overuse of alcohol may not be served or allowed to consume alcohol on property owned, leased or controlled by the University. Behavioral symptoms frequently associated with the overuse of alcohol will be considered in determining intoxication. These symptoms may include, but are not limited to, the following: impaired motor skill coordination, difficulty communicating, vomiting, glazed/red eyes, the smell of alcohol on one's breath, verbal and/or physical aggressiveness, offensive, destructive and/or disruptive behavior, and engaging in any behavior which may endanger oneself or others.<sup>2</sup>
- Events at which alcohol is sold must be sponsored by an individual who is at least 21 years of age, or an association or organization with appropriate state and local licenses. For purposes of determining the local jurisdiction pertaining to the regulation of the taxing, sale, storage, and distribution of alcoholic beverages, the Event Sponsor/Provider is responsible for compliance.
- Any advertisement concerning the sale or service of alcohol for events sponsored by third-parties shall not contain any information which would suggest the alcohol is being served or sold by the University. The University logos, name, etc., shall not be used as an endorsement for the sale or service of alcoholic beverages. NOTE: This procedure does not prohibit the use of the campus address in invitations to an event or the use of the University name/logo on invitations or other marketing material for fundraising events benefiting the University.

### Event Organizer/Coordinator/Manager Responsibilities

The University Event Organizer/Coordinator/Manager will be responsible for, but not limited to, ensuring the following:

- Prior to the event and in sufficient time for consideration by the President or his/her designee, the event organizer must submit a written request and obtain approval on behalf

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<sup>1</sup> Proof of age must include presentation of a valid driver's license or non-driver identification card, a valid passport, or a valid identification card issued by the United States Armed Forces.

<sup>2</sup> [http://www.rowan.edu/studentaffairs/main\\_office/files/aodguide.pdf](http://www.rowan.edu/studentaffairs/main_office/files/aodguide.pdf)

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of the sponsor/provider to serve or sell alcohol at an authorized event on campus.

- The terms and conditions of agreements are reviewed by the Director of Auxiliary Services or his/her designee prior to its execution.
- The Event Sponsor/Provider will be required to provide sufficient proof that all applicable local and state licenses have been obtained prior to the event.
- The Event Sponsor/Provider will comply with the University's Alcohol and Drug Policy and procedures; and all pertinent federal, state and local laws governing the possession, sale, storage, and consumption of alcoholic beverages.
- The Event Sponsor/Provider will designate, as appropriate, a contact person(s) who will be present at the event and who will be responsible for the direct oversight and supervision of the storage, serving, sale and consumption of alcoholic beverages throughout the event. The contact person may not be employees of Virginia State University.
- The Event Sponsor/Provider will provide adequate security for each event which may include the reimbursement to the University for the cost of additional security personnel.
- The Event Sponsor/Provider will be required to sign an agreement to indemnify and hold harmless the University from any and all harm, injury, or losses which may arise as a result of the event.
- The Event Sponsor/Provider shall be required to show proof of liability insurance sufficient to cover any liability, including attorney fees that may arise as a result of the use of alcohol at the event.

### IV. RECORD RETENTION


All requests, agreements and copies of documents provided by the Event Sponsor/Provider showing compliance with the alcohol laws and this policy shall be retained in accordance with the record retention policy of the Commonwealth of Virginia.

### V. INTERPRETATION

Questions regarding the interpretation or application of these procedures should be directed to the Office of Human Resources and the Vice President for Student Affairs. The University President reserves the right to revise or eliminate these procedures at any time.

Source: [https://tcsg.edu/tcsgpolicy/docs/Procedure\\_Alcoholic\\_Beverages.htm](https://tcsg.edu/tcsgpolicy/docs/Procedure_Alcoholic_Beverages.htm)

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Approval By: 

President

Date: August 6, 2015