Procedures for the Consumption and Distribution of Alcohol at University Events

1.0 Purpose

Virginia Commonwealth University recognizes that faculty, staff and students may wish to gather at social events where alcoholic beverages will be consumed. These procedures outline the responsibilities of organizational and individual sponsors of any on-campus or University affiliated event where alcohol may be served. It incorporates the legal requirements of the Virginia Alcoholic Beverage Control Board and additional requirements of the University for both all-campus and private events. The procedures should help in organizing events responsibly and in encouraging responsible drinking.

2.0 Procedure

. 2.1 Regulations of Virginia Alcoholic Beverage Control Board

. 2.1.1 In order to consume alcoholic beverages, a person must be 21 years of age. It is unlawful to serve or sell alcohol to persons under age.

. 2.1.2 A Virginia ABC Banquet License is required for the following functions:

   2.1.2.a Any gathering where alcohol is served by the sponsor or a third party vendor;

   2.1.2.b Any gathering where an alcoholic beverage is to be sold over the counter;

   2.1.2.c Any gathering where tickets, which then can be exchanged for an alcoholic beverage, are sold prior to or at the event;

   2.1.2.d Any gathering where money is collected prior to the event and an alcoholic beverage is purchased for this; and

   2.1.2.e Any gathering where “donations” are taken to help pay for the alcoholic beverage consumed.

. 2.1.3 Alcoholic beverages may not be served or sold to individuals who appear intoxicated.
2.1.4 No person may bring any type of alcoholic beverage into a licensed facility or area or take alcoholic beverages out of a licensed facility or area.

2.2 University Requirements

2.2.1 Types of Allowable Events:

2.2.1.a University events, which are open to the University community and their guests.

2.2.1.b Private events, which are limited to those members of the University community who have been invited and their guests.

2.2.2 Types of Events Not Allowed:

2.2.2.a Any gathering at which alcoholic beverages are given away but food and other beverages are sold (i.e., an event that includes alcoholic beverages in the admission price); or

2.2.3 Event Sponsors

Every event where alcohol is served is required to have a sponsor who assumes responsibility for complying with these guidelines and applicable ABC laws and regulations. A sponsor may be a department, an organization or an individual. The sponsor must contract with a licensed caterer or service vendor for any function at which alcohol is served.

2.2.4 Security Event Management

2.2.4.a Sponsors of University events are required to provide security (at their own expense) and to arrange for the use of the facilities with the appropriate facility manager, who also will arrange adequate security coverage with the VCU Police. 2.2.4.b Sponsors of private events are required to notify the VCU Police at least two weeks in advance of the event. 2.2.4.c At events which have a license to permit individuals to “bring your own beverage,” the sponsor must provide an event management plan to the appropriate facility manager at least 4 weeks in advance of the event. The event management plan must include a method of checking identification of participants, limiting the amount of alcohol brought by any individual to the function and for confiscating any alcohol improperly provided or served at the event.

2.2.5 Advertising

2.2.5.a Advertising for events involving the sale of alcohol will be limited to the VCU campuses. Information provided on the advertisement will be limited to the type of function, entertainment, location, time, sponsor and a statement
indicating that proof of age and VCU ID are required. Advertising with references to “alcoholic beverages,” “alcohol,” “cocktails,” “keg” or other terms or illustrations descriptive of alcoholic beverages or their consumption is not permitted.

2.2.5.b Announcement of a private event may be by invitation only; no advertising of the event is permitted.

2.2.6 Event/Hosting Guidelines

2.2.6.a Sponsors are required to provide sufficient amounts of alternative, non-alcoholic beverages throughout the event.

2.2.6.b Sponsors are asked to provide food whenever alcohol is served. Salty, greasy or sweet foods should be avoided as they tend to make people thirsty. Serve foods rich in starch and protein as they stay in the stomach longer and slow the absorption of alcohol in the bloodstream.

2.2.6.c No alcoholic beverages will be served or sold prior to noon or after midnight.

2.2.6.d Only VCU students, faculty, staff and sponsored guests may be admitted to events that offer alcohol for sale and only those with proof of age identification may be served alcohol.

2.2.6.e Student and student organization sponsors receiving funding from any one of the funding commissions must follow all guidelines regarding sales and profits from the sale of alcoholic beverages. An accounting procedure for these profits must be arranged in advance with the organization’s treasurer and/or accounts manager.

2.2.7 Responsibility and Liability Virginia Commonwealth University assumes no responsibility for any liability incurred at any event not sponsored by the University where alcohol is served and/or sold. Faculty, staff, students and student organizations are expected to conduct themselves in accordance with the laws of the Commonwealth of Virginia and to assume full responsibility for their activities and sponsored events.

2.2.8 Approval Processes

2.2.8.a Student or student organization sponsors who wish to sponsor an event where alcohol is served must submit Alcohol Authorization Agreement Form, which signifies their understanding of and willingness to abide by these guidelines to the Director, University Student Commons & Activities or
designee at least four weeks in advance of the event.

2.2.8.b Faculty and staff who wish to sponsor an event where alcohol is served must secure the written approval of the appropriate facility manager and their dean or department head at least two weeks in advance of the event.

2.2.9 Sanctions Sponsors who fail to abide by the requirements stated within these procedures will be unable to sponsor another such event for a minimum of twelve months after the event and may be banned from further sponsorship. The building manager, dean or department head that approved the event is responsible for imposing appropriate sanctions.

2.2.10 Appeals

Appeals will be handled by the appropriate University official under existing appeal processes.

For information on this policy, please contact University Student Commons & Activities · 907 Floyd Avenue · Richmond, Virginia 23284 Telephone: (804) 828-6500 · Fax: (804) 828-6182 · Website: http://www.students.vcu.edu/commons/
**Alcohol Authorization Agreement Form**

The form should be submitted at the time of space reservation request and no later than 2 weeks prior to proposed event.

**Instructions:** PLEASE complete this using MS Word with latest version of MS Office. Gray boxes are text fields. Double click on gray box to open text field. Input information into text field. Close text field and proceed to next. This form must be Printed and signed. Electronic submissions will be accepted but will not be forwarded for approval until a printed version is signed.

**PART I: Event Information** (complete ALL information)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>Today’s Date:</td>
<td></td>
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<tr>
<td>Organization/Department name:</td>
<td></td>
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<tr>
<td>Requestor name:</td>
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<td>Title:</td>
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<td>Address (Street, City, ST, Zip)</td>
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<td>Phone:</td>
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<td>E-mail:</td>
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<td>Host name (person responsible at the event) if other than requestor</td>
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<tr>
<td>Event Name</td>
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<td>Event Day and Date:</td>
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<td>Event Times:</td>
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<td>Begin</td>
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<td>End</td>
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<tr>
<td>Estimate of Expected Attendance:</td>
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<tr>
<td>VCU Students</td>
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<td>VCU Alumni</td>
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<td>TOTAL Attendance</td>
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<td>VCU Faculty/staff</td>
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<tr>
<td>Non-VCU Guests</td>
<td></td>
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<tr>
<td>Location</td>
<td></td>
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<tr>
<td>If Outside, Rain Site or Rain Date</td>
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<tr>
<td>(Note: Approval of Alcohol Authorization Agreement Form is for a specific location. If the location changes before the event, a revised form must be submitted for approval.)</td>
<td></td>
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<tr>
<td>Purpose of Event:</td>
<td></td>
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| Nature of Event (i.e., guests, type of activities, food, refreshments, etc.): | |

**Part II: Alcohol Service Plan** (REQUIRED FOR ALL APPLICATIONS)

The sponsoring organization must contract with a licensed alcohol provider, caterer, or secure the ABC License for the event. A copy of the ABC license must be provided to the facility or area manager where the event is to take place prior to the event.

Check all that apply:
1. Alcohol will be served by: □ VCU catering □ Outside Licensed Catered □ Other
   If Other, please describe: [ ]
   License # [ ]
2. Type of beverage service: □ cash bar □ open bar □ Other
   If Other, please describe: [ ]
3. Type of alcohol served: □ beer □ wine □ liquor □ Other
   If Other, please describe: [ ]
Alcohol served (available) from (start): ______ (end) ________

Describe how compliance with State laws and University regulations regarding alcohol will be monitored. Attach additional sheets if necessary.

Note: non-salty foods and non-alcoholic beverages must be available and easily accessible throughout the event. Alcohol must be monitored at all times.

***ARE PERSONS UNDER THE LEGAL AGE OF 21 EXPECTED TO BE PRESENT? No ☐ Yes ☐

If YES, complete Part III & Part IV. If No, complete only PART IV.

Part III: Underage Attendees (REQUIRED FOR ALL EVENTS WITH UNDERAGE GUESTS)

Describe how the event sponsors will work to ensure that underage persons will not be served or consume alcohol.

Check all that apply:
1. Patrons (☐of-age or ☐underage) will be identified by: ☐ hand stamp ☐ wristband ☐ other
   If Other, please describe:

2. Alcohol access will be controlled by: ☐ partition ☐ roped area ☐ separate room ☐ other
   If Other, please describe:

   Name of trained event manager (TIPS or VCU approved program):

Describe procedures to prevent the service and consumption of alcohol by underage persons

PART IV: Approvals

By signing below, I agree to abide by VCU policies and the laws of the United States and the Commonwealth of Virginia, and make sure event patrons do the same. I HAVE READ AND UNDERSTAND the VCU policies and guidelines that pertain to alcohol.

Signature of requestor_________________________________________ Date: __________

I have reviewed the information provided and grant permission for this event in the requested facility:
Director, USC&A or Facility Manager Signature: ___________________________ Date: ______

I have reviewed the information provided and grant permission for this event to have alcohol present:
Vice Provost for Student Affairs & Enrollment Services (or designee) or Dean of School Signature: ___________________________ Date: ______

Request Approved ☐ Request Denied ☐ Comments: ________________________________