

VALDOSTA STATE UNIVERSITY ALCOHOL

POLICY FOR EVENTS

Valdosta State University is committed to the welfare of its students, staff, faculty, and the surrounding community. When individuals misuse alcohol, academic performance, health, personal relationships and safety are compromised. The applicability of this policy is limited to on-campus events and/or public venue events.

General Guidelines

- The department/organization (“Event Sponsor”) seeking to sponsor an event wherein alcohol will be served and consumed must assume direct responsibility for ensuring compliance with Valdosta State University’s Alcohol Policy. The Event Coordinator is responsible for purchasing alcohol in advance of the event from the campus food service provider or other provider. If the campus food supplier does not supply the alcohol, the Event Coordinator will be responsible for the transportation of the alcohol to the event site. The Event Coordinator shall be present throughout the event and shall be responsible for the removal of all unopened alcohol from the event site immediately following the event. Please note that **ALL** opened alcohol will be disposed of immediately following the event by the event caterer.
- Valdosta State University strictly adheres to Georgia’s liquor laws and no person may sell, furnish or give alcohol to any person under the age of 21.
- Alcohol will be permitted at Valdosta State University only in instances which comply with state and federal law, local ordinances and this policy.
- Alcohol cannot be sold by the campus food service provider or Valdosta State University. Ticket sales for alcohol by the Event Sponsor is allowed upon coordination with the campus food service provider. The service of alcohol is prohibited absent approval of the University President.
- No state funds may be used to purchase alcoholic beverages.

Consumption and Possession

- Alcoholic beverages may not be served at any event which is primarily a student event.
- The Event Coordinator must obtain permission from the University President, in order to serve alcohol at a campus event. In addition, it is the sole responsibility of the Event Coordinator to obtain necessary signatures from the Director of Event Services, the Chief of Campus Police, and the Event Caterer. **It is the responsibility of the Event Coordinator to provide fully executed approvals to the Director of Event Services, Chief of Police, Event Caterer, and the Office of the President.**
- The Event Caterer must have necessary alcohol licenses, supply a certified or licensed bartender, and provide beverage set ups. Under no circumstance will self-service be allowed. Access to alcoholic beverages must be through a licensed certified bartender. Under no circumstances shall server consume alcoholic beverages.
- All alcoholic beverages must remain inside the reserved or designated event space during the event.
- On-campus event sites must be reserved through the Office Event Services or if the event is in the Student Union, through Union Reservations Office with a VSU Event Contract.
- The service of alcohol at an event will be limited to two (2) hours unless a special allowance is granted for extended service by the University President. Under no circumstances will alcohol service exceed 4

hours. Alcohol service will end forty-five (45) minutes before the scheduled end of the event, unless the event itself is only two hours or less in length.

- Event Caterer must ensure that alcoholic beverages are not served to persons under the legal drinking age, or to persons who appear intoxicated. Guests are subject to be carded by Event Coordinator and/or bartenders.
- Non-alcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.
- A sufficient amount of food that is equal or greater in quantities to that of the alcohol served must be continuously available throughout the event.
- University Police Officer(s) must be present for any event at which minors and/or 50 guests or more will be in attendance. The number of officers needed at an event will be at the discretion of the Director of University Police. A larger number of officers will be required at events which alcohol is to be served for more than two (2) hours. It is the responsibility of the Event Sponsor to arrange for payment for the services of University Police Officers. The current rate per officer is \$30.00/hour. Event Coordinator will be charged by University Police for every hour that exceeds their contracted time.
- The University reserves the right to deny any and all request to serve alcohol on campus if such request/event is inconsistent with the mission, policies or practices of Valdosta State University.

Penalties

- Any employee or guest of the university who is found to be in violation of the law or Valdosta State University's Alcohol Policy shall be subject to disciplinary action by the university and/or federal, state or local authorities.
- Failure to comply with Valdosta State University's Alcohol Policy or state and federal law will result in immediate cancellation of an event, but will not release the sponsoring organization from any or all charges associated with the event.
- Failure to comply may also result in the loss of on-campus space reservation privileges, University disciplinary proceedings and/or criminal charges.

Alcohol Request

- All Event Sponsors must complete an on-line "Request to Serve Alcohol at Events" form and an on-line "Alcohol Approval Routing Sheet," with all designated approvals. All events shall require the signature of the University President. These forms can be found at www.valdosta.edu/eventservices.
- Upon completion, the above listed documents will be forwarded to the Event Services Office and attached to the Event Contract (if event held on-campus).
- The Event Coordinator will receive a copy via email once final approval has been granted by the University President.

**Valdosta State University
Request to Serve Alcohol at Events**

1. **Event Sponsor (Department/Organization):** _____
2. **Event Coordinator:** _____ **Phone:** _____ **Email:** _____
3. **Event Name:** _____
4. **Event Description:** _____
5. **Event Date:** _____ **Event Beginning Time:** _____ **Ending Time:** _____
6. **Alcohol Service Time** (limited to 2 hours unless special authorization given by the University President and must end 45 minutes prior to the end of the Event): _____ to _____
7. **Event Site:** On-Campus Public Venue **Max Number of Event Attendees:** _____
8. **Name of Location: (specific building/room/park/lawn):** _____
9. **Do you have a confirmed VSU Event Contract? Y / N** If not, and an on-campus event, please do so at this time.
10. **Describe the type of attendees** (alumni, faculty, administration, donors, patrons, etc.):

11. **Is there a possibility minors may attend: Y / N. If so, describe** (student, family members, etc.)

12. **Type of Alcohol Service Requested** (wine reception, beer service, full bar, etc.):

13. **Event Caterer (must have appropriate Alcohol License):** _____
*If you aren't sure, call Event Services (229-333-5998) to verify.

**Valdosta State University
Alcohol Approval Routing Sheet**

1. **Event Coordinator: Faculty/staff or off-campus individual responsible for compliance with the University Alcohol Policy.**

I have heard, understand, and will ensure compliance with the University Alcohol Policy and will be present during the Event designated on the "Request to Serve Alcohol at Events" form.

Printed Name: _____ Signature: _____ Date: _____

2. **Event Services Director giving initial approval for Event:**

Printed Name: _____ Signature: _____ Date: _____

3. **University Police Chief or designee:** For Events with 50 or more possible attendees, minors in attendance, or where alcohol will be served for more than 2 hours. The current rate per officer is \$30.00/hour.

Number of Officers: _____

Printed Name: _____ Signature: _____ Date: _____

4. **Event Caterer:** No alcohol will be purchased until after final approval.

Printed Name: _____ Signature: _____ Date: _____

5. **After receiving above signatures, submit form (on reverse side) and this routing sheet to the Office of the President for final review.**

TO BE COMPLETED BY THE UNIVERSITY PRESIDENT

_____ Approved.
Comments: _____

_____ Denied.
Reason for denial: _____

_____ Date: _____
Dr. Cecil Staton, Interim University
President