

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 shall be present throughout the event and function as a contact for Valdosta State University’s Office of Event Services.
- Valdosta State University strictly enforces Georgia’s liquor laws and no person may sell, furnish or give alcohol to any person under the age of 21.
- Consequently, alcohol will be permitted at Valdosta State University only in those settings which comply with state and federal law, local ordinances and this policy.
- The sale of alcohol on university property is prohibited. The service of alcohol is prohibited absent approval of the University President.
- No state funds or Student Fees may be used to purchase alcoholic beverages.

Consumption and Possession

- Alcoholic beverages may not be served, consumed or possessed at social events held in conjunction with any organized event or registered student organization with students present.
- The service and consumption of alcoholic beverages is approved for designated events only. Anyone desiring to serve alcohol at a designated event must obtain permission from the University President through the Office of Event Services.
- The Event Caterer must have necessary alcohol licenses, supply a certified or licensed bartender, and provide beverage set ups.
- All alcoholic beverages must remain inside the reserved or designated event space during the actual event. On-campus event sites must be confirmed through Event Services 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. All service of alcohol 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. When a special allowance is granted for extended services, the service and consumption of alcoholic beverages shall not exceed four (4) hours.

Supervision and Control Provisions

- At the function, a person(s) over the legal drinking age must be designated as the server(s). All alcoholic beverages to be served must be located so that access can be gained only through the designated server(s). The server(s) may not consume alcoholic beverages.

- Event Caterer must ensure that alcoholic beverages are not served to persons under the legal drinking age, or to persons who appear intoxicated.
- 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.
- All announcement(s) or advertisement(s), including but not limited to invitations (s), notice(s), poster(s), newspaper and radio announcement(s), and the like concerning the function shall not explicitly advertise the availability of alcoholic beverages.
- 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.
- This policy shall not be construed to apply to student sponsored events and as such said any request to serve alcohol at a student sponsored event shall be denied.
- 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 a "Request to Serve Alcohol at Events" form and an "Alcohol Approval Routing Sheet," with all designated signatures. All events shall require the signature of the University President.
- 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).

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

Note: This Request Form must be completed and routed for signature through all departments identified on the Alcohol Approval Routing Sheet (on the back of this form).

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, etc.):

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

(over)

**Valdosta State University
Alcohol Approval Routing Sheet**

1. Event Coordinator: Faculty or staff person 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 or where alcohol will be served for more than 2 hours.

Number of Officers: _____ Estimated Cost: _____

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. Louis Levy, Interim University President