

Procedures for Consumption and Distribution of Alcohol at Virginia Commonwealth University

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 drink 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 an alcoholic beverage is to be sold over the counter;
 - 2.1.2.b any gathering where tickets, which then can be exchanged for an alcoholic beverage, are sold prior to or at the event;
 - 2.1.2.c any gathering where money is collected prior to the event and an alcoholic beverage is purchased for this; and
 - 2.1.2.d 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
 - 2.2.2.b Any gathering with a "bring your own bottle" (BYOB) appeal.
 - 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.

2.2.4 Security and Bar 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 Event Services 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 Each event shall have a licensed caterer or designated bar manager who is responsible for ensuring that underage persons are not served, that only one beer is served per person per visit, and that those who appear to be intoxicated are not served. If using a bar manager, he/she must be legal drinking age and have successfully completed the TIPS course (Training for Intervention Procedures for Servers of Alcohol) that is offered at the beginning of each academic year through the Division of Student Affairs. For student organization sponsored events, at least two organization members also should have completed the TIPS course successfully.

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 must return profits from the sale of alcoholic beverages to the appropriate reserve fund (i.e., Student Senate's Appropriations Committee, MCV Campus Student Government Association, Greek Council or Residence Hall Association). An accounting procedure for these profits must be arranged in advance with the organization's treasurer and/or accounts manager. If the sponsoring organization is funded by Student Activity Fees or the MCV Campus Student Government Association, a responsible party must be identified and must be present to handle the admission and beer ticket sales money.

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 If using the University Student Commons, Larrick Student Center or Hunton Student Center student and student organization sponsors must sign an *Alcohol Authorization Agreement Form*, which signifies their understanding of and willingness to abide by these guidelines. The form is available from the Event Services Manager of the University Student Commons & Activities and must be completed at least two weeks in advance of the event. For all other buildings, student and student organizations must secure written approval from the building manager, their dean or department head.

2.2.8.b Faculty and staff who wish to sponsor an event where alcohol is served must secure the written approval of 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.

3.0 **Definitions**

4.0 **References**

- 4.1 Virginia Alcohol Beverage Control Act
- 4.2 VCU Alcohol and Drug Policy, Revised 2002

5.0 **Approvals and Revisions**

- Approved: Student Affairs Committee, 1979
- Revision #1: Student Affairs Executive Council, 10/29/82
- Revision #2: Student Activities Advisory Committee, 2/25/83 & 8/8/83
Student Affairs Executive Council, 8/5/83
- Revision #3: Student Activities Advisory Committee, 6/6/85
Student Affairs Executive Council, 9/20/85
- Revision #4: USC&A Administrative Revisions (to comply with VCU Alcohol and Drug Policy),
September 2002
- Revision #5: USC&A Administrative Revisions to include Larrick Student Center and Hunton Student
Center, September 2005