



Alcohol Policy for Events

1. Policy Statement

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 purpose of this policy is to manage and regulate the use of alcohol at events on campus and other areas under the control of the University whether owned or leased for University purpose.

Valdosta State University recognizes that members of the campus and surrounding communities may wish to have alcoholic beverages served at various events and functions on the University's campus or other areas under the control of the University. The University allows alcoholic beverages to be served only where it is appropriate to do so in keeping with the academic mission of the University, and only in a manner that is responsible, legal, safe, and in moderation. In accordance with these commitments, the University has adopted this Alcohol Policy for Events.

General Guidelines

- This policy applies to all areas under the control of Valdosta State University except as specifically noted in this policy, whether such areas are owned, licensed, or leased. This policy also applies to any location which is rented or reserved by persons acting on behalf of the University, such as hotels or banquet halls used for University events.
- The approval of the [Request to Serve Alcohol at Events Form \(PDF\)](#) is at the discretion of the President or the Cabinet Member with responsibility over the Event Location (the University Official), who shall consider all relevant circumstances, including but not limited to those listed in this policy. No organization, group, or individual has the right to serve alcohol on campus. Rather, alcohol service is a privilege.
- The University reserves the right to deny any request to serve alcohol on campus if such request/event is inconsistent with the mission, policies or practices of Valdosta State University.
- The Event Sponsor of an event wherein alcohol will be served and consumed must assume direct responsibility for ensuring compliance with Valdosta State University policies. 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.
- The Event Sponsor must possess an approved Request to Serve Alcohol at Events Form by the appropriate University Officials in order to serve alcohol at a campus event. In addition, it is the sole responsibility of the Event Sponsor to obtain necessary signatures from the Chief of Campus Police, and the campus food service provider (unless using outside catering) and provide a signed copy to the University representative responsible for reserving the designated University venue.
- An approved, original signed copy of the Request to Serve Alcohol at Events Form must be submitted to the facility reservations coordinator no less than 7 business days prior to the confirmed date of event to avoid cancellation.
- The Event Sponsor shall be present throughout the event and cannot consume alcoholic beverages.



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- An approved Request to Serve Alcohol at Events Form does not guarantee approval for use of University venue or space to host an event. The Event Sponsor must reserve space through the Office of Event Services or if the event is in the Student Union, through the Union Reservations Office with a VSU Event Contract.
- 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, other designated event caterer, or third-party service provider. Ticket sales for events where alcohol is served are permitted.
- No state funds may be used to purchase alcoholic beverages.

Consumption and Possession

- The Event Sponsor is responsible for purchasing alcohol in advance of the event from the campus food service provider, other designated event caterer, or third-party service provider. The event caterer or third-party service provider is 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 or third-party service provider.
- The campus food service provider, other designated event caterer, or third-party service provider must have necessary Alcohol Beverage Catering licenses and provide beverage set ups. All bar service personnel must be trained in the safe and responsible service of alcohol. Under no circumstance will self-service be allowed. Under no circumstances shall server consume alcoholic beverages. Groups sponsoring events may not act as their own alcohol service caterer.
- No outside alcohol may be brought into the event by guests. All alcoholic beverages must remain inside the reserved or designated event space during the event.
- No person shall be served alcohol if he/she is judged to be intoxicated by any bartender, waiter, security personnel, or the designated responsible person. The campus food service provider, other designated event caterer, or third-party service provider must ensure that alcoholic beverages are not served to persons under the legal drinking age. Guests are subject to age verification by Event-Sponsor, bartenders, and/or event security.
- The campus food service provider, other designated event caterer, third-party service provider, designated University event facility representative, and/or security have the authority to stop alcohol service at any time.
- Non-alcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.
- The event sponsor must provide plenty of high-protein snacks and food throughout the event.
- No advertisements used to promote the event, whether printed or broadcast, shall promote the irresponsible use of alcohol in any manner.
- Alcohol service must end thirty (30) minutes before the scheduled end of the event.



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Event Security

- Each event will be evaluated by the Director of Public Safety/Chief of Police on a case-by-case basis to determine the level of security needed and assign a Level of Security Requirement. If security is required, University Police Officer(s) or an approved event security staff should be present at the event. Approved event security, the need for, and number of security members needed at an event is at the discretion of the Director of Public Safety/Chief of Police. A larger number of security personnel may be required at events where minors are present, 50 or more guests will attend; and/or which alcohol service is for more than two (2) hours. It is the responsibility of the Event Sponsor to arrange approved security and payment for the services of University Police Officers or approved event security staff in a timely manner prior to the date of the event. It is recommended that several weeks advance notice is given to schedule event security, however, a minimum of 7 business days is required.

Level of Security Definition

Level 1: No security staffing needed; however, University Police will perform random checks of the venue through the duration of the event to ensure policy compliance.

Level 2: University Police will not be assigned to staff the event; however, an **approved** security team is required to be on-site during the event and ensure policy compliance. Examples of approved security teams can include off-duty city or county officer(s), licensed security service, etc.

Level 3: University Police (or outside law enforcement agency, coordinated by UPD) must be hired to staff the event.

Penalties

- Any employee or guest of the university 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 or fees 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.

2. Affected Stakeholders

Indicate all entities and persons within the university affected by this policy:

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|--|---|--|
| <input checked="" type="checkbox"/> Alumni | <input checked="" type="checkbox"/> Graduate Students | <input checked="" type="checkbox"/> Undergraduate Students |
| <input checked="" type="checkbox"/> Staff | <input checked="" type="checkbox"/> Faculty | <input type="checkbox"/> Student Employees |
| <input checked="" type="checkbox"/> Visitors | <input checked="" type="checkbox"/> Vendors/Contractors | <input type="checkbox"/> Other: _____ |



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3. Exclusions or Exceptions

- This policy does not apply to the use of alcohol by persons of legal drinking age on the premises of residence halls owned and/or operated by the Department of Housing and Residence Life, which through its policies, promulgates and enforces rules applicable to such circumstances.
- This policy does not apply to service of alcohol to guests of the President at official University and/or Foundation functions or meetings.
- This policy does not apply to the service or use of alcohol at any “corporate tent/skybox” at an athletic event which shall be subject to the supervision and control of the persons or businesses entitled to use such space, or their designees.
- This policy does not apply to the service or use of alcohol in designated space used for “tailgating” activities before, during, and/or after official University events which shall be subject to the supervision and control of the persons hosting any gatherings for persons of legal drinking age.

4. Definitions and Acronyms

N/A

5. References, Associated Policy(ies), and Supporting Documents

Request to Serve Alcohol at Events Form (Word)

[Request to Serve Alcohol at Events Form \(PDF\)](#)

6. Policy Attributes

<i>Responsible Office(s)</i>	Student Affairs, Student Union, 3rd Floor, Suite 3106, 229-333-5941, studentaffairs@valdosta.edu Event Services
<i>Approving Officer or Body</i>	University Council
<i>Date Approved</i>	03/15/2018
<i>Next Review Date</i>	03/15/2019