
Subject: Alcohol Policy

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1. Purpose

In order to maintain an atmosphere conducive to learning and consistent with the university's instruction, research and extension missions, it is necessary to provide guidelines to the members of the university community regarding the service of alcoholic beverages at events located on university property and in facilities under the care, custody and control of university personnel. University property includes both on and off campus locations, as well as any meeting places that may be rented for university use.

2. Policy

The possession and use of alcoholic beverages is prohibited on all university properties except in certain facilities that are fully registered with the Virginia Alcoholic Beverage Control Board (ABC). Alcoholic beverages may be served in other facilities as specified below with appropriate campus approval and a banquet license issued by the ABC Board. The "University Policies for Student Life" govern the consumption of alcoholic beverages in private residence hall rooms and other special purpose housing units. Private residences are not subject to ABC regulation; however, university events held in private residences are encouraged to follow general rules and regulations numbered 1, 2, and 4 in the following section.

2.1 Rules and Regulations

1. Alcoholic beverages may be served in accordance with ABC Board rules and regulations at approved functions located in the following:
 - a. Facilities that are fully registered with ABC Board:
 1. The Inn at Virginia Tech and Skelton Conference Center
 2. Owens Banquet Hall
 - b. Facilities that may be approved with appropriate campus approval and a banquet license from the ABC Board:
 1. Bowman Room in the Jamerson Athletic Center
 2. Commonwealth Ballroom, Old Dominion Ballroom and other banquet or reception rooms in Squires Student Center
 3. The Horticulture Gardens
 4. Graduate Life Center (GLC) Graduate Student Lounge
 5. The Museum, 1100 Torgersen Hall
 6. Other rooms or areas on campus that may be from time to time specifically designated by the Virginia Tech Police Department.
2. Alcoholic beverages may only be served in self-contained areas that are not open to the public, or with public access. Typical areas where alcoholic beverages may not be served are outdoor plazas and patios, unfenced lawns, lobbies and reception areas.

3. Sponsors of events to be held on campus must complete the appropriate Event Approval (see Policy 5000, "University Facilities Usage and Event Approval"), along with an Alcohol Beverage Request Form. An appropriate ABC Banquet License from the Virginia ABC Board will be required for the event. This includes events catered by private caterers or individuals as well as university caterers. Event Approval Confirmation will not be provided until all event requirements have been met. All event approval forms shall indicate whether alcoholic beverages will be served. Documented approval must be obtained before alcoholic beverages can be served.
4. The Virginia Tech Police shall be notified by submission of the appropriate Alcohol Beverage Request Form of all events on campus at which alcoholic beverage service is requested.
5. Alcohol may only be served to individuals who are authorized to consume alcoholic beverages under the laws of the Commonwealth of Virginia. It is the sponsor's responsibility to insure alcohol is not served to minors or to anyone visibly intoxicated.

3. Procedures

1. All sponsors of university functions to be held on campus shall submit event approval forms consistent with University Facilities Usage and Event Approval Policy (see Policy 5000). If alcohol is to be served, the appropriate Virginia Tech Alcohol Beverage Request Form should also be submitted. The sponsor must secure the appropriate ABC Banquet License from the Virginia Department of Alcohol Beverage Control, but should not do so until the requested date and location have been reserved and a contingency approval for Alcohol Beverage Service has been provided to the sponsor. ABC License Requests can be submitted online through the Virginia ABC webpage. All associated fees are the responsibility of the requesting sponsor.
2. Sponsors of university events held at off-campus locations are responsible for ensuring that the rules and regulations of this policy are adhered to.
3. For events in locations under the jurisdiction of the UUSA Event Planning Office, the UUSA Alcohol Beverage Request Form should be submitted and an Event Planner will coordinate the necessary approvals from UUSA Administration and the Virginia Tech Police. For events in other campus locations not under the jurisdiction of the UUSA Event Planning Office, a VTPD Alcohol Beverage Request Form should be submitted directly to the Virginia Tech Police Department.
4. Requests for functions with alcohol must be submitted at least 30 days prior to the event, in order to allow time for processing requests and time to secure a banquet license from the ABC Board.
5. Events held without event approval and/or without securing a banquet license will result in the non-approval of future event requests by the sponsor. If an event sponsor fails to obtain the appropriate ABC license, alcoholic beverages may be seized while the event is in progress, and all service of alcoholic beverages will cease immediately. Additionally, the event is subject to cancellation at the discretion of Virginia Tech Police and the event sponsor could be charged with criminal violations of the ABC Code.

4. Definitions

Member of University Community: Currently enrolled and registered students, faculty and staff, student and alumni organizations, University colleges and departments.

Alcoholic Beverages: Any beverage containing alcohol, including beer, wine, liquor, and grain alcohol.

University Property: Includes on and off campus property owned, managed, or leased by the University and under the care, custody, and control of university employees.

5. References

[Policy 5000, University Facilities Usage and Event Approval](#)

[Policy 8300, University Policies for Student Life](#)

[Student Life Handbook](#)

6. Approval and Revisions

Approved June 26, 1992, by Executive Vice President and Chief Business Officer, Minnis Ridenour.

- Revision 1

Changes made to reflect change in policy number for event approval from Policy 5200 to Policy 5000.

Changed individual responsible for designating self-contained rooms from Associate Vice President for Personnel and Administrative Services to the Assistant to the Executive Vice President.

Approved January 22, 1999, by Executive Vice President, Minnis E. Ridenour

- Revision 2

Section 3, #3 – Updated the procedures for review and approval of requested ABC banquet licenses

Approved March 26, 2002 by the Executive Vice President and Chief Operating Officer, Minnis E. Ridenour.

- Revision 3

Section 2.1, #1b updated to include Horticulture Gardens as an approved site, with the appropriate ABC license, where alcoholic beverages may be served.

Approved February 26, 2004 by the Executive Vice President and Chief Operating Officer, Minnis E. Ridenour.

- Revision 4

Changes made to update current procedures and processes for administering approval for serving alcoholic beverages on campus facilities.

Approved July 23, 2004 by the Executive Vice President and Chief Operating Officer, Minnis E. Ridenour.

- Revision 5

Section 2.1, #1b updated to include the Graduate Life Center (GLC) Graduate Student Lounge as an approved site, subject to compliance with Graduate School guidelines and with the appropriate ABC license, where alcoholic beverages may be served.

Approved February 2, 2006 by the Executive Vice President and Chief Operating Officer, James A. Hyatt.

- Revision 6

Section 2.1, #1.b updated to include The Museum in 1100 Torgersen Hall as an approved site, subject to appropriate campus approval and a banquet license from the ABC Board. Approval for other rooms or areas on campus delegated to the Virginia Tech Police Department.

Approved October 4, 2007 by the Executive Vice President and Chief Operating Officer, James A. Hyatt.