

Germanna Community College
ALCOHOLIC BEVERAGES AT COLLEGE FUNCTIONS
Policy 70110
June 2, 2008

1.0 Purpose

The Alcohol Policy of Germanna Community College is intended to provide clear, consistent and constructive guidelines for the application of standards and expectations for the consumption and serving of alcoholic beverages at college locations.

2.0 Policy

This policy governs consumption of alcoholic beverages on college premises. In every instance where consumption is permitted, the individuals and organizations involved are responsible for compliance with applicable local, state, and federal laws, this policy, and other applicable University regulations.

The consumption of alcoholic beverages is not permitted at any GCC campus location or at College functions, except as specifically authorized by GCC Procedure 70110, Alcoholic Beverages at College Functions.

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1.0 Procedure

A. General Provisions

1. An alcoholic beverage (banquet or special event) license must be secured for any function at which alcoholic beverages will be sold or consumed. A license is also required for any course or class that involves the tasting or consumption of alcoholic beverages held on the campus or center. A license is not required for classes held at facilities that hold current ABC licenses.
2. Alcoholic beverages may only be served and consumed in conjunction with food, and the availability of non-alcoholic beverages is required.
3. Only persons of legal age (21) shall be permitted to engage in the consumption or serving of alcoholic beverages. The sponsor is responsible for verifying attendees age.
4. The serving and consumption of alcoholic beverages shall be permitted only in the area(s) designated for the scheduled event. Event sponsors shall not permit the entry or exit of persons with alcoholic beverage containers.

B. Invitation Only Events

1. The Office of the President, the Vice President for Academic and Student Affairs, the Vice President for Finance and Administrative Services, and the Vice President of Workforce and Community Relations are authorized to organize, sponsor, or approve functions and events at which alcoholic beverages will be served.
2. Student organizations are not permitted to sponsor or organize on-campus functions or events at which alcoholic beverages will be consumed.

3. A "Request for Authorization to Serve Alcoholic Beverages" form must be completed and approved before an event at which alcoholic beverages will be served or consumed can be scheduled. A copy of all approved forms must be provided to the appropriate Vice President at least two working days prior to the event taking place.
4. The VP or designee will notify Security of all approved events.
5. The sponsor or organizer of a function or event is responsible for ensuring that the appropriate license is secured and that individuals under the age of 21 do not consume alcoholic beverages during the function or event.
6. Alcoholic beverages must be purchased with private funds. Under no circumstances may state or local funds be used to purchase alcoholic beverages. The use of GCC Educational Foundation funds to purchase alcoholic beverages requires the prior approval of the President. Such approval can be requested on the "Request for Authorization to Serve Alcoholic Beverages" form.

C. External Events

1. Consumption of alcoholic beverages will require an official ABC permit and verification of insurance liability coverage. A copy of these documents must be on file at Germanna Community College (GCC) at least two weeks prior to the event. A copy of the ABC permit application is attached or you may get a copy at www.abc.virginia.gov or call 804-213-4624.
- 2.. Alcoholic beverages may be served and consumed only in conjunction with food served by an approved caterer who has provided proof of insurance coverage at least 30 days in advance.
- 3.. Service of alcoholic beverages at events without full dining service shall be limited to three (3) hours and may be subject to other conditions depending on the specifics of the event, i.e., type of alcohol served – beer & wine or liquor. Sponsors may be required to serve food that is more substantial than snacks if liquor is to be served.
4. Requestors must allow college security to monitor the event, if the GCC determines it to be necessary. Costs for extra hours for Security staff will be the responsibility of the requestor.

5. Note: Before applying for the ABC permit, applicant must receive GCC approval of rental agreement. Failure to obtain an approved ABC permit or insurance certificate will result in cancellation of the rental agreement.

2.0 Definitions

Invitation Only-Event sponsored and hosted by GCC; may include foundation or employee appreciation events. Attendance is limited to GCC employees, board or invited guests. This does not include students.

External Event - Events held at GCC with outside entities that contract for event services.

3.0 References: DHRM Policy 1.05 Alcohol and other Drugs

4.0 Point of Contact: Vice President of Finance and Administration

5.0 Approval and Revision Date

June 2, 2008 by President's Council
Germanna Community College Alcohol Guidelines

REQUEST FOR AUTHORIZATION TO SERVE ALCOHOLIC BEVERAGES

NOTE: An approved copy MUST be provided to the Office of the Vice President for Finance and Administrative Services at least two (2) working days prior to the event.

Name of Requestor: _____

Department or Unit: _____

Name of Event: _____

Date of Event: _____

Purpose of Event:

License Required? Yes _____ No _____

Status of License Application:

Plan to prevent underage drinking:

Source of funding for alcoholic beverages: _____

Estimated Cost: _____

Signatures:

Requestor: _____ Date: _____

Vice President (if required): _____ Date: _____

President (for GCC Foundation funds): _____

Date: _____

Date received by VPFAS and copied to GCC Security: _____

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