

Alcoholic Beverage Service Information & Guidelines

The general policy for Student Engagement and Campus Life facilities is that alcoholic beverages are not permitted unless a special written exception is granted by the Student Engagement and Campus Life and the Virginia Tech Police Department.

ALCOHOL USE POLICY

- The possession or use of alcoholic beverages is prohibited on all University properties, except in certain facilities that are fully registered with the Virginia ABC or where guidelines for use are explicitly detailed and an approval process is met. Refer to University Policy 1015, Alcohol Policy. This policy can be found online at via the Virginia Tech homepage.
- Alcoholic beverages may only be served at functions where the majority of attendees are 21 or older.
- Alcoholic beverages may only be served as a complement to food service. Food service includes appetizers, refreshments or any food served within the context of a reception, dinner or other meal. As well, non-alcoholic beverages MUST be served. Kegs will not be permitted at any time.
- The event must have the appropriate licensing (i.e. ABC License). If applying for ABC License versus using a caterer's license, the sponsor should not apply for such until a contingency approval is provided by War Memorial Chapel and Events or the VTPD.
- Alcohol may NOT be served or consumed in public areas.

Procedures for Requesting Exceptions to Allow Alcohol Beverage Service:

- Exceptions to allow alcohol beverage service in Student Engagement and Campus Life Facilities will only be granted for major University events by Student Engagement and Campus Life and the Virginia Tech Police Department. The above Alcohol Use Policies are non-negotiable to the exception request process.
- War Memorial Chapel and Events will only seek approvals for alcohol beverage service for the facilities it reserves. Campus entities not under the jurisdiction of War Memorial Chapel and Events and Student Engagement and Campus Life should gain the necessary approvals from the Virginia Tech Police Department. War Memorial Chapel and Events can provide the appropriate approval paperwork for both Student Engagement and Campus Life and non-Student Engagement and Campus Life facilities.
- Both an Alcoholic Beverage Service Request Form and a Security Request Form must be submitted to War Memorial Chapel and Events a minimum of 30 days prior to the event. The Alcoholic Beverage Service Request will be processed and approved or denied based on a variety of considerations including, but not limited to, adherence to university policy, location of the event, number of attendees of legal consumption age, target audience of event, etc. Security needs will be determined in accordance with the University Security Policy by the Virginia Tech Police Department. The sponsoring organization may be required to hire Virginia Tech Police to be present during the event and will be responsible for any associated fees.

-See Reverse-

Procedures (continued)

- An ABC license is required for all events involving the sale or service of alcoholic beverages. If a licensed caterer is contracted to provide such service, a copy of their ABC license may be requested. If a licensed caterer is not responsible for alcoholic beverage service, the organizing event sponsor must apply for an ABC Banquet License. The application and any associated fees should be submitted to the ABC Board by the sponsoring organization a minimum of 15 days prior to the event, but not before a contingency approval has been granted. A copy of the approved license must be provided to War Memorial Chapel and Events and the VT Police Department before final event approval will be granted.
- If applying for ABC License versus using a caterer's license, the sponsor should not apply for such until a contingency approval is provided from War Memorial Chapel and Events or the VTPD. Applications for ABC Banquet Licenses require at least 8 days processing time and are available online at:
<https://www.abc.state.va.us/proj/eLicense/controller>
- Alcoholic Beverage Service MUST be contained to the specific venue for which they were approved. Student Engagement and Campus Life and War Memorial Chapel and Events will not accept responsibility for monitoring the use of alcoholic beverages; it is the responsibility of the sponsoring organization. If the VTPD determines no security is required for the event, monitors for venue exits leading to public areas must be provided by the sponsoring organization. If the VTPD determines security is required, but it cannot be provided (due to staffing issues, etc.), alcohol service will be denied. Security cannot be outsourced to other agencies (this includes Blacksburg and Christiansburg Police Departments).
- Events held without event approval, alcoholic beverage service approval or without securing a banquet license will result in the non-approval of future event requests of the sponsoring organization. If an event sponsor fails to obtain the appropriate ABC license, alcoholic beverages may be seized while the event is in progress and service of alcoholic beverages will cease immediately. Additionally, the event is subject to cancellation at the discretion of the Virginia Tech Police and the event sponsor could be charged with criminal violations of the ABC Code and proceedings before Virginia Tech Student Conduct.

NOTE

This Alcoholic Beverage Service Information and Guidelines sheet is provided for your convenience and is specific to facilities scheduled by War Memorial Chapel and Events.

Please read the entire University Alcohol Policy available online.
<http://www.policies.vt.edu/1015.pdf>

Other sites of interest:

<http://www.abc.state.va.US>

<http://www.alcohol.vt.edu/Policies/vtPolicies.htm>

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