

Event Services

221 Squires Student Center (0138)
540.231.5005
eventservices@vt.edu



STUDENT AFFAIRS
STUDENT ENGAGEMENT
AND CAMPUS LIFE
VIRGINIA TECH.

Alcoholic Beverage Service Information & Guidelines

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 Alcoholic Beverage Control 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 at this link: www.policies.vt.edu/1015.pdf
- 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 an ABC License versus using a caterer's license, the sponsor should not apply for such until an event approval for space is provided from the Event Services or the VTPD.
- Alcohol may NOT be served or consumed in public areas without approval and set guidelines from the VTPD.

Procedures for Requesting Alcohol Beverage Service

The Event Services will only seek approvals for alcohol beverage service for the facilities it reserves. Campus entities not under the jurisdiction of Event Services and Student Engagement and Campus Life should gain the necessary approvals from the Virginia Tech Police Department. The Event Services can provide the appropriate approval paperwork for Student Engagement and Campus Life facilities.

Both an Alcohol Beverage Request Form, an ABC License and a Security Request Form must be submitted to the Event Services a minimum of 21 business days prior to the event. The Alcohol Beverage 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 or other house management resources to be present during the event and will be responsible for any associated fees.

A certificate of insurance (COI) must be submitted to the Event Services by the sponsoring organization no later than 21 business days prior to the event. The COI must list 'Virginia Polytechnic Institute and State University and the Commonwealth of Virginia' as additional insured and certificate holders. The COI must also list the event name, date, and venue in the 'event description' box.

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. A copy of the approved license must be provided to the Event Services before final event approval will be granted.

If applying for an ABC License versus using a caterer's license, the sponsor should not apply for such until an event approval for space is provided from the Event Services. Applications for ABC Banquet Licenses require at least 15 days processing time and are available online at: <https://www.abc.virginia.gov/ebanquet/public/welcome.do>. Please note: the license takes 15 days to process from the state but must be submitted with the Alcohol Beverage Request Form and the Security Form 21 business days prior to the event. Please submit your ABC license request 15 days prior to the 21 business day deadline.

Alcoholic Beverage Service MUST be contained to the specific venue for which they were approved. Student Engagement and Campus Life and the Event Services will not accept responsibility for monitoring the use of alcoholic beverages; it is the responsibility of the sponsoring organization. If the VTPD determines that security/house management is required, but it cannot be provided (due to staffing issues, etc.), alcohol service will be denied.

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/department. 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.

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

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