



## Policy on Serving Alcohol

### No. 1015

**Policy Effective Date:**

1/26/1992

**Last Revision Date:**

2/22/2018

**Policy Owner:**

Sherwood Wilson

**Policy Author:**

*(Contact Person)*

Kayla Smith

**Affected Parties:**

Undergraduate

Graduate

Faculty

Staff

Other

**1.0 Purpose**

**2.0 Policy**

**3.0 Procedures**

**4.0 Definitions**

**5.0 References**

**6.0 Approval and**

**Revisions**

### 1.0 Purpose

In order to maintain an atmosphere conducive to learning and consistent with the university's mission, it is necessary to provide guidelines regarding the service of alcoholic beverages at events on university property and in facilities under the care, custody, and control of university personnel. This policy applies to all university property, as well as any facility that may be rented for university use.

### 2.0 Policy

The possession and use of alcoholic beverages is generally prohibited on all university properties. Alcoholic beverages may be served in the facilities specified below **only** with appropriate university approval and, if required, with a banquet license issued by the Virginia Alcoholic Beverage Control (ABC) Board for facilities in Virginia.

The Hokie Handbook (<http://www.hokiehandbook.vt.edu/>) governs the consumption of alcoholic beverages in private residence hall rooms, common areas on residential floors, and other special purpose housing units (collectively referred to as residential facilities). University events held in private residences are subject to the state laws regarding sale, possession, and consumption, and are encouraged to follow the general rules and regulations outlined in the following section.

State (education and general) funds may not be used to purchase alcohol.

### 2.1 Alcohol Service at any Facility in Virginia

1. 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, unless these areas can be restricted from general public access.
2. Sponsors of events must obtain documented approval from the appropriate authority before alcoholic beverages can be served (see subsections and procedures in Section 3).
3. Alcohol may only be served to individuals who are authorized to consume alcoholic beverages under the laws of the Commonwealth of Virginia. Event sponsors and those serving alcohol are responsible for ensuring alcohol is not served to minors or to anyone visibly intoxicated.



### 2.1.1 Facilities on the Blacksburg Campus

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. Commonwealth Ballroom, Old Dominion Ballroom and other banquet or reception rooms in Squires Student Center
    2. The Horticulture Gardens
    3. Graduate Life Center (GLC) Graduate Student Lounge and Multipurpose Room
    4. Moss Arts Center
    5. Lane Stadium – Indoor Clubs and Private Suites
    6. Union Baseball Park – Indoor Clubs/Suites, Hospitality Tables, Chairback Seating Area, and Outdoor Pavilion
    7. Bowman Room/Nutrition Center in the Jamerson Athletic Center
    8. Human Agriculture & Biosciences Building I (HABBI) – Pilot Plant (as related to Food Science & Technology research and instruction)
    9. Other facilities or areas on campus that may be from time to time specifically designated by the Virginia Tech Police Department.
2. The Virginia Tech Police Department must be notified of all events on the Blacksburg campus at which alcoholic beverage service is requested.

### 2.1.2 Virginia Tech Carilion Health Science and Technology Campus in Roanoke

The Vice President for Health Sciences and Technology (or designee) is authorized to approve requests to serve alcohol at events held at the Virginia Tech Carilion Health Science and Technology Campus facilities in Roanoke, other than residential facilities. The Vice President is responsible for establishing procedures for managing and documenting the request and approval process.

### 2.1.3 National Capital Region

The Vice President for the National Capital Region (or designee) is authorized to approve requests to serve alcohol at events held at or hosted by programs based at the National Capital Region facilities, other than residential facilities. The Vice President is responsible for establishing procedures for managing and documenting the request and approval process.

### 2.1.4 Agricultural Research and Extension Centers and other Extension Facilities

The Dean of the College of Agriculture and Life Sciences is authorized to approve requests to serve alcohol at events held at or hosted by programs based at Agricultural Research and Extension Centers (ARECs) and other Virginia Cooperative Extension (Extension) facilities, except residential facilities. The Dean is responsible for establishing procedures for managing and documenting the request and approval process.



## 2.2 Commonwealth Campus, International Centers, and Education Abroad Programs

1. The Vice President for Outreach and International Affairs (or designee) is authorized to approve requests to serve alcohol at events held at or hosted by the university's Commonwealth Campus and International Centers. The Vice President is responsible for establishing procedures for managing and documenting the request and approval process.
2. Sponsors of university events held at these locations are responsible for ensuring that local laws, the Hokie Handbook, and this policy are adhered to.
3. At university sponsored events outside the Commonwealth of Virginia, alcohol may be served to individuals who are authorized to consume alcoholic beverages under the laws of the state or country where the event is held.

## 3.0 Procedures

### 3.1 Events on the Blacksburg Campus

1. All sponsors of university functions to be held on campus shall obtain event approval and schedule use of facilities in accordance with University Policy 5000, University Facilities Usage and Event Approval (<http://www.policies.vt.edu/5000.pdf>).
2. If alcohol is to be served, the appropriate Alcohol Beverage Request Form (available at [https://campuslife.vt.edu/content/dam/campuslife\\_vt\\_edu/assets/docs/ep\\_alcoholrequest.pdf](https://campuslife.vt.edu/content/dam/campuslife_vt_edu/assets/docs/ep_alcoholrequest.pdf)) should be submitted, **at least 30 days prior to the event**, to either:
  1. the Student Engagement and Campus Life Event Planning Office – for events held in Squires Student Center, Johnston Student Center, War Memorial Chapel, Burruss Hall Auditorium, the Graduate Life Center, or Campus Commons Spaces (see definition in section 4); or
  2. the Virginia Tech Police Department – for events in all other Blacksburg campus locations.

The Student Engagement and Campus Life Event Planning Office will coordinate approval for Alcohol Beverage Service at events in their facilities with the Virginia Tech Police Department.

3. After the requested date and location have been reserved and a contingency approval for Alcohol Beverage Service has been provided to the sponsor by the scheduling office and the Virginia Tech Police Department, the sponsor or their caterer must secure the appropriate ABC Banquet License from the Virginia Department of Alcohol Beverage Control. ABC Banquet License Requests **should be submitted a minimum of 15 days before the event**, and can be submitted online through the Virginia ABC webpage (<http://www.abc.virginia.gov/licensing.html>). All associated fees are the responsibility of the requesting sponsor.
4. Events held without approval and/or without securing an ABC 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 Department and the event sponsor could be charged with criminal violations of the Code of Virginia.



### 3.2 Events at the Roanoke Campus

1. Requests to serve alcohol at events held at the Virginia Tech Carilion Health Sciences and Technology Campus in Roanoke must be submitted in writing at least 30 days prior to the event to the Office of the Vice President for Health Sciences and Technology.
2. Event sponsors are responsible for securing caterers with appropriate alcohol licenses for any event at which alcohol will be served.

### 3.3 Events in the National Capital Region

1. Requests to serve alcohol at events held at or hosted by programs based at the National Capital Region facilities must be submitted in writing at least 15 days prior to the event to the Office of the Vice President for the National Capital Region.
2. Event sponsors are responsible for securing caterers with appropriate alcohol licenses for any event at which alcohol will be served.

### 3.4 Events at Agricultural Research and Extension Centers and other Extension facilities

1. Requests to serve alcohol at events held at or hosted by programs based at based at the ARECs and other Extension facilities must be submitted in writing at least 30 days prior to the event to the Office of the Dean of the College of Agriculture and Life Sciences.
2. Event sponsors are responsible for securing the appropriate ABC Banquet License or caterer(s) with appropriate alcohol licenses for any event at which alcohol will be served. ABC Banquet License Requests **should be submitted a minimum of 15 days before the event**, and can be submitted online through the Virginia ABC webpage (<http://www.abc.virginia.gov/licensing.html>). All associated fees are the responsibility of the requesting sponsor.

### 3.5 Events at the Commonwealth Campus, International Centers, and Education Abroad Programs

1. Requests to serve alcohol at events held at or hosted by the university's Commonwealth Campus or International Centers must be submitted in writing at least 30 days prior to the event to the Office of the Vice President for Outreach and International Affairs.
2. Sponsors of university events held at off-campus locations are responsible for ensuring that the laws of the state or country where the event is held, and this policy, are adhered to.

## 4.0 Definitions

**Alcoholic Beverages:** Any beverage containing alcohol, including but not limited to beer, wine, liquor, and grain alcohol.

**Campus Commons Spaces:** All lobbies, foyers, and atriums in student centers and university-owned or leased academic facilities; the Drillfield; and all other university-owned or leased outdoor campus space, except those specifically managed by Athletics, Recreational Sports, and the Moss Arts Center.



**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.

## 5.0 References

University Policy 3006, Catering Policy

<http://www.policies.vt.edu/3006.pdf>

University Policy 5000, University Facilities Usage and Event Approval

<http://www.policies.vt.edu/5000.pdf>

University Policy 8300, Hokie Handbook

<http://www.policies.vt.edu/8300.pdf>

## 6.0 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.



## Virginia Polytechnic Institute and State University

- 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.

- Revision 7

- Section 2.1, #1.b updated to include the GLC Multipurpose Room as an approved site, subject to appropriate campus approval and a banquet license from the ABC Board.
- Section 2.2 added to delegate the approval to serve alcohol at events held on or hosted by the university's International Centers to the Vice President for Outreach and International Affairs.

Approved May 14, 2009 by Vice President for Administrative Services, Sherwood G. Wilson.

- Revision 8

- Section 2.2 updated to reflect correct title for Regional Centers Abroad, and #2 added to permit the service of alcoholic beverages at university sponsored events to individuals who meet the legal drinking age of the country in which the event is held.
- Section 5 updated to reflect correct title and link for Hokie Handbook.

Approved March 23, 2010 by Vice President for Administrative Services, Sherwood G. Wilson.

Technical correction September 10, 2012: "University Unions and Student Activities (UUSA)" organizational title updated to "Student Centers and Activities" throughout policy.

- Revision 9

Reorganized some material to clarify policy and procedure. Updated titles, department names, and definitions. Added Moss Arts Center, Human Agriculture and Biosciences Building I, and Lane Stadium to list of facilities where alcohol may be served, contingent upon appropriate campus approvals and receipt of appropriate ABC license(s).

Approved February 16, 2016 by Vice President for Administration, Sherwood G. Wilson.

- Revision 10

Clarified fund restrictions for alcohol purchases. Added sections regarding authorities and procedures for approval of alcohol service at facilities in Roanoke and the National Capital Region, as well as at Extension facilities, including the Agricultural Research and Extension Centers. Added Union Baseball Park to list of facilities where alcohol may be served, contingent upon appropriate campus approvals and receipt of appropriate ABC license(s). Technical updates to website links, definitions, and references.

Approved February 22, 2018 by Vice President for Operations, Sherwood G. Wilson.