



**HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL**

Area: Alcohol  
Subject: Events with Alcohol Service  
Applies To: Faculty, Staff, and Students  
Sources:

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## **I. Purpose**

The purpose of this policy is to manage and regulate the use of alcohol at events on campus and other areas controlled by the University.

## **II. Policy Statement**

Georgia Southern University recognizes that members of the campus and surrounding communities may wish to have alcoholic beverages served at various events and functions on the University's campus or other areas under the control of the University. However, the University is firmly committed to allowing alcoholic beverages to be served only at events where it is appropriate to do so in keeping with the academic mission of the University, and only in a manner that is responsible, legal, safe, and in moderation. In accordance with these commitments, the University has adopted this Policy on Events with Alcohol Service.

## **III. Exclusions**

These are exclusions and exceptions to the policy.

- This policy does not apply to the use of alcohol by persons of legal drinking age on the premises of residence halls owned and/or operated by the Department of University Housing, which through its policies, promulgates and enforces rules applicable to such circumstances.
- This policy does not apply to service of alcohol to guests of the President at official University functions.
- This policy does not apply to the service or use of alcohol at any skybox at Paulson Stadium which shall be subject to the supervision and control of the persons or businesses entitled to use such skyboxes, or their designees.
- This policy does not apply to the service or use of alcohol in the Paulson Stadium parking lot and other campus parking lots used for "tailgating" activities before and/or after official University (NCAA sanctioned) sporting events which shall be subject to the supervision and control of the persons hosting any gatherings there.

#### **IV. Procedures**

1. All activities relating to the use of alcohol shall comply with all applicable local, state and/or federal laws.
2. No alcohol may be served or used by any person at any time on the campus of the University, or in any area under the control of the University, except as provided in this policy.
3. Notwithstanding any other provision of this policy, no alcohol may be served or used by any person at any time on the campus of the University, or in any area under the control of the University, in any manner that violates local, state or federal law.
4. The issuance of an Alcohol Service Permit (attached) is at the discretion of the appropriate Vice President (or person designated by the Vice President), who shall consider all relevant circumstances, including but not limited to those listed in this policy. No organization, group, or individual has the right to serve alcohol on campus. Rather, an Alcohol Service Permit is a privilege.
5. This policy applies to all areas under the control of Georgia Southern University, whether such areas are owned or leased. This policy also applies to any location which is rented or reserved by persons acting on behalf of the University, such as hotels or banquet halls used for University events.
6. All venues which host or allow alcohol service events must provide a staff member who will serve as the Event Manager. This person will be the representative of the Department or campus entity responsible for the event location and will be listed as such on the Alcohol Service Form. He/she must be present during the entire event and will ensure that all University and location specific policies, guidelines, and procedures are followed.
7. Provided that an Alcohol Service Permit is first obtained from the appropriate Vice President (or person designated by that Vice President), the service and use of alcohol is permitted in areas temporarily rented, licensed, or occupied by the University pursuant to contract.
8. Campus departments and organizations or off-campus groups or organizations must obtain an Alcohol Service Permit by applying to the Vice President (or the person designated by that Vice President) in charge of the area in which the event is to occur. Applications must be made on the Alcohol Service Permit form attached to this policy, and all information must be provided. The Vice President shall determine whether it is in the best interest of the University for the event to occur and whether to impose any special restrictions thereupon.

##### **A. Event Security**

Each event will be handled on a case-by-case basis to determine what level of security is needed, if any. The final determination rests with the appropriate Vice President/designee. The Vice President may make a determination that the event does not require security. If security is required, the number of officers needed to work the event will be determined by University Police. Staffing is based on several factors to include the type of event, location, times, number of attendees, age of attendees\*, etc. Event sponsors will be responsible for all costs for security staffing and any other costs/fees as required.

Understanding that all events will not require security staffing and those that do may not require the same level of staffing, there are three levels of security staffing available to the appropriate Vice President.

Level 1

No security staffing needed

Level 2

Officer(s) will not be assigned to staff the event. However, University police, or other security as approved by the appropriate Vice President, will monitor the event and perform random checks of the venue throughout the event to insure policy compliance.

Level 3

Officer(s) will be assigned to staff the event. The officer(s) will be present for the duration of the event and will assist catering staff with any issues that may develop.

\*Due to the opportunity for abuse, it is highly recommended that alcohol service events having attendees under the age of 21 be designated as level 2 or level 3 events.

University employees working events must be mindful to address and/or report all policy violations to the appropriate manager no matter what level the event. It is imperative that all problems/issues are addressed immediately. If the incident requires a police response, notify the officer working the event. If an officer is not present, the Event Manager should immediately contact University Police, or the local police agency having jurisdictional authority over the event location and report the incident.

**B. Prohibited Activities**

1. No kegs are permitted under any circumstances.
2. No drinking games or other activities that promote excessive use of alcohol are permitted.

**C. Event Guidelines**

1. The attached form shall be used for all events where alcohol will be served. The form must be completed and submitted to the appropriate Vice President/designee at the same time the event venue is booked. A minimum of two weeks' (14 days') notice is required to provide ample time for scheduling security and other special restrictions (if necessary). Exceptions may be allowed by the approval of the appropriate Vice President/designee; however, these should be the exception not the rule.
2. The customer must identify one person who will be in charge of the event. This person will be responsible for complying with this policy and operating as the organization/sponsor's agent. This person must complete and sign the Alcohol Service Permit form no later than 14 days prior to the event. This person must also agree to be present at the event venue during the entire event and may not consume alcohol.

3. All bar service personnel must be trained in the safe and responsible service of alcohol. Georgia Southern University Catering will provide bar service personnel for all on-campus events as well as any event utilizing their services. No alcohol can be brought into the event.
4. No person shall be served alcohol if he/she is judged to be intoxicated by any bartender, waiter, or the designated responsible person.
5. Appropriate amounts of non-alcoholic beverages and food shall be provided. The customer/event sponsor is responsible for scheduling and paying for non-alcoholic beverages and food through Catering Services.
6. No advertisements used to promote the event, whether printed or broadcast, shall promote the irresponsible use of alcohol in any manner.
7. Alcohol consumption/possession must be restricted to the area reserved for the event.
8. No person shall be served alcohol until they have provided the server with an approved picture identification proving they are 21 years of age or older.
9. Only the customer is allowed to remove surplus alcohol from the premises at the end of the event. Any alcohol left with Georgia Southern Catering over 48 hours will be discarded.
10. The Catering Manager and/or the Event Manager have the authority to stop alcohol service at any time.
11. It is recommended that each location that hosts events where alcohol may be served, compile a set of guidelines to govern events at that specific location. These location specific guidelines should be posted on the applicable University Department's website and be accessible to the public.

#### **D. Student Union Guidelines**

1. Please forward this form to the Student Union [email union@georgiasouthern.edu] who will process accordingly.

Georgia Southern University  
Alcohol Service Permit

Date: \_\_\_\_\_ Organization/Sponsor (if applicable): \_\_\_\_\_

Customer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Will someone else be acting as your agent at the event? Yes No

If so, list the person who will be responsible for handling the event as your representative.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_ Number of Attendees Expected: \_\_\_\_\_

Will persons under 21 years of age be attending? Yes No

I affirm that I have been given a copy of the Georgia Southern University Policy on Events with Alcohol Service and any associated location specific guidelines. I agree to abide by all policies and guidelines governing my event. I or my representative, if so listed, will personally attend the entire event and will not consume any alcohol. I authorize my representative, if so listed, to make any and all decisions relating to this event and agree to be bound by any decision made.

\_\_\_\_\_  
Print Name/Signature (Customer)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name/Signature (Union Staff)

\_\_\_\_\_  
Date

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**Below is filled out by UPD and Student Affairs**

When signed by the appropriate Vice President/designee, a copy of this permit shall constitute written permission for the above person/organization to serve alcohol at the listed event. All Georgia Southern Policies must be followed including any and all event specific guidelines as well as any special restrictions/guidelines listed below.

Special restrictions/guidelines: \_\_\_\_\_

Is Security required for this event? Yes No Level: 1 2 3 , By: \_\_\_\_\_

Event Manager: \_\_\_\_\_

Title: \_\_\_\_\_, Georgia Southern University Student Union

\_\_\_\_\_  
Dr. Shay Little, Vice President Student Affairs

\_\_\_\_\_  
Date

**Submit copies to:**  
**University Police Department**  
**Food Services – catering**  
**Vice President for requesting organization or department**