UWG PROCEDURE NUMBER: 9.8.1, Permissible Use of Alcohol
Authority: UWG POLICY 9.8 (Alcohol on Campus)

The Vice President of Business and Finance, pursuant to the authority of UWG Policy 9.8, establishes the following procedures for compliance with UWG Policy 9.8 on alcohol use on-campus and at University events:

A. Definitions

1. **Affiliated organizations** – An organization, identified through a memorandum of understanding (MOU) with the University, that serves to raise funds, support, or awareness to UWG or its programs.

2. **Campus** - UWG-owned or leased buildings, facilities, and public locations.

3. **Designated Responsible Employee** – Full-time faculty, staff, or Food Services employee (e.g. catering manager) assigned by the Chief Business Officer who must be on-site as the primary point of accountability for alcohol use. This employee shall not be consuming alcohol during the event for which they are responsible.

4. **End of the event** – the scheduled time at which patrons are expected to leave the event, typically at the termination of the reserved time or the duration stated on the Banquet Event Order Form (see Appendix B).

5. **Fundraising Event** – a planned event which has a primary purpose of soliciting or gathering voluntary contributions, whether or not the funds are generated through ticket sales.

6. **Organizer** – A University unit that organizes, sponsors, and/or supervises the University of West Georgia event. This definition may include third parties/groups that rent facilities pursuant to a contractual arrangement.

7. **Proper Identification** – Shall have the same meaning as found in O.C.G.A. §3-3-23(d): “any document issued by a governmental agency containing a description of the person, such person’s photograph, or both, and giving such person’s date of birth and includes, without being limited to, a passport, military identification card, driver’s license, or an identification card authorized under Code Sections 40-5-100 through 40-5-104.

8. **Public Location** – outdoor areas on campus that are typically continually accessible to the community-at-large, including streets, sidewalks, parking lots, recreational areas and green spaces.

9. **Social Event** – A planned event which has the primary purpose of gathering people for communal purposes, including meetings, parties, planning, educational opportunities, or interest activities.

10. **Tailgate Event** - A social event occurring on-campus (usually in parking areas at or around the football stadium, basketball pavilion, or other sports arenas) before, during, and after games and concerts.

11. **Ticketed Event** – An event through which a patron purchases admission to an on-campus venue featuring amenities, food, or entertainment.

12. **Trained Server** – An individual, other than a state employee, engaged to serve alcohol who is TIPS-trained (Training Intervention Procedures for Servers) or has an equivalent certification that includes recognition and intervention of intoxicated persons.

13. **University Unit** - Any institutional department or office that reports through the chain-of-authority to the University President, including divisions, colleges, schools, departments, and offices. For the sake of this Procedure, committees and task forces may be considered university units if they are operating in accordance with their charters, approved by a division vice-president.

14. **University of West Georgia Events (or UWG Events)** - Any event or activity on campus organized, sponsored, or supervised by a University of West Georgia unit, or affiliate. **Exception:** Events or activities organized, sponsored, or supervised by a University of West Georgia student organization should refer to the Registered Student Organization Handbook.
**B. Authority**

1. The AVP/Auxiliary Services is authorized to:
   a. Develop guidelines related to the service of alcoholic beverages per this procedure.
   b. Evaluate adherence to this procedure by any university unit.

2. UWG Departments are authorized to develop policies and procedures for their own event, provided they meet or exceed the criteria communicated in this procedure.

**C. Procedures for University of West Georgia Events**

1. **General Requirements:**
   a. Organizers of University of West Georgia events on-campus where alcohol is to be served must submit an Alcohol Use Request Form (see form in Appendix A) prior to the event in order to receive approval from the Chief Business Officer. The Alcohol Use Request Form must be signed by all parties before the Chief Business Officer may approve. The President, however, may approve requests without the approval of, or in the absence of, the Chief Business Officer.
   b. The Chief Business Officer or designee may assign or require a Designated Responsible Employee for UWG events that are not supported by Trained Servers. It is within the purview of the Chief Business Officer to require police presence or security services for any on-campus event.
   c. Alcohol shall not be served at ticketed events hosted by a University unit.
   d. Funding for alcoholic beverages must be from non-state sources. The University is not permitted to purchase alcohol or alcohol services.
   e. Organizers must ensure that non-alcoholic beverages and food are provided in reasonable quantity, in the same general area, and for the same time period, as the alcoholic beverages.
   f. Organizers must use Trained Servers to serve alcohol for all ticketed events, fundraising events; organizers must also use Trained Servers to serve alcohol for all social events that are open to the community-at-large.
   g. Insurance may be required for ticketed events, and social event when Trained Servers are not used.
   h. Alcohol shall not be served or available after the following time:
      1. For events lasting one hour or less – the availability of alcohol will cease at the end of the event.
      2. For events lasting between 1 and 3 hours – the availability of alcohol will cease 30 minutes prior to the end of the event.
      3. For events lasting 3 hours or longer – as determined and communicated by the Executive Director of Dining Services. In no case will the availability of alcohol cease less than 30 minutes prior to the end of the event.

2. **Prohibited Activities**
   a. The sale of alcoholic beverages is not permitted on campus.
   b. No person shall conspicuously display open containers of alcoholic beverages (open beer or liquor cans/bottles) in any public location on-campus, with the exception of approved tailgating events.
   c. Advertisement of alcoholic beverages on-campus is not permitted.
   d. With the exception of Food Service vehicles, alcohol may not be transported in vehicles owned or rented by the university.
   e. Self-service kegs and other common-usage containers (such as punch bowls or frozen drink machines) that dispense alcoholic beverages are not permitted.
   f. Organizers must ensure that no noticeably intoxicated person is provided or allowed to consume any additional alcoholic beverages. The determination of any Trained Server or Designated Responsible
Employee that an attendee is intoxicated shall be final and followed by all servers at the Event. For events permitted without Trained Servers, the organizer or Designated Responsible Employee shall have the authority for making this determination.

3. Events with Student Attendees
   The following conditions apply for on-campus events including alcohol which students are invited or may attend:
   a. Attendance at the event must be completely voluntary.
   b. The prominent display of alcohol should be avoided.
   c. Access to the alcoholic beverages must be controlled through a central point of distribution.
   d. Organizers must ensure that all individuals being served alcohol are checked for Proper Identification to determine lawful drinking age.

4. Special Event Considerations
   a. Co-sponsored Events
      When alcohol service for a UWG Event is contracted by a group other than a University Unit, the group shall be responsible for the alcohol-service operation and comply with all laws and policies.
   b. Tailgate Events
      Alcohol will be permitted for private consumption at any major event that the President has designated as a Tailgate Event without the submission of the Alcohol Use Request Form. All other provisions of UWG Policy 9.8 and these procedures remain in effect. However, the following additional restrictions apply to alcohol consumption at Tailgate Events:
      1. Consumption is restricted to designated tailgating areas and time periods only.
      2. Alcoholic beverages are prohibited on public streets.
      3. Glass containers are not allowed except in the original bottle.
      4. Opaque cups must be used for any beverages that are poured.
      5. Drinking games (such as beer pong) are expressly prohibited.
      6. Devices intended to accelerate the consumption of alcohol (such as funnels) are prohibited.
   c. Fundraising & Ticketed Events
      The University shall be indemnified through Agreement and named as additional insured for fundraising and ticketed events that include alcohol service. University units should consider using an affiliated organization to sponsor a fundraising, non-ticketed event.
   d. Social Events
      Organizers that desire to host a social event will either be required to contract for alcohol-pouring service or:
      1. For University events – be assigned a Designated Responsible Employee.
      2. For third-party events – agree to be responsible and insure the event themselves. Organizers shall provide proof of insurance (host liquor liability) prior to the day of the event.
      All provisions of UWG Policy 9.8 and these procedures shall remain in effect.

D. Enforcement
   Unless otherwise stated by law, each individual retains responsibility for his or her own actions at all times regardless of his or her mental or physical state, even if altered by alcoholic beverages or other drugs. Persons who violate applicable law may be subject to arrest or citation. University of West Georgia
employees and students may also be referred to the appropriate UWG authority for disciplinary sanctions for policy violations. Visitors who violate the law or University of West Georgia policies may also be required to leave the campus.

E. **Education, Counseling, and Treatment Resources**

The University of West Georgia is strongly committed to supporting the rights of individuals who choose not to drink, and to helping individuals who choose to drink to do so in a responsible manner. Educational programs for students are presented each year by departments throughout the campus. Information about counseling and treatment resources for University of West Georgia students and employees is available at www.westga.edu/UWGCares.

**Issued by the Vice President of Business and Finance, the 26th day of September 2016.**

Signature, Vice President of Business and Finance

Reviewed by President:

Previous version dated: N/A
University of West Georgia Alcohol Request Form
[Third Parties will complete a Facility Use Agreement]

The University of West Georgia recognizes the legality of alcohol use for individuals of appropriate age. As a result, the university expects everyone to abide by the expectations concerning alcohol and students outlined in the “Alcohol Use Policy” that can be found at www.westga.edu/policy. Before submitting this form, you should review UWG 9.8, Alcohol Use Policy. Please complete all sections, including required signatures, before submitting this form to the Office of Auxiliary Services. Your organization/department must complete this form with all necessary signatures at least ten (10) business days prior to your event. A copy of the completed form must be available for inspection at all times at the site of the event. Auxiliary Services will contact you to verify the status of the request. **Completion of this form does not guarantee authorization.**

Organization
Name of sponsoring organization/department: ______________________________________
Name of individual responsible for the event: ______________________________________
Phone: ___________________________ Email: ___________________________
Date Submitted: __________________________

Event
Date of the event: __________________________ Location: __________________________ Start/End time: __________________________
Check one: Beer & Wine only: ☐ Full Bar: ☐ Proposed number of bar stations: ______

Please attach event description with expected attendance including number of minors (no more than 100 words)

Sobriety Monitors
Please list by name the Sobriety Monitor, for each bar station listed above.
____________________________________
____________________________________

**SIGNATURES REQUIRED BELOW** – (please have form signed in numerical order)
Signatures confirm that the Organizer has discussed the Procedures for this event with necessary parties and that the Organizer confirms that the arrangements comply with University Policy and State law. **Any outside vendor that provides alcohol must have on file a current pouring permit with Auxiliary Services and a completed Facilities Use Agreement.**

1. **Organizer’s Representative** – must be at least 21 years of age
☐ I have read the University’s Alcohol Use Policy (UWG Policy and Procedures 9.8/9.8.1) and agree to assume responsibility for strict adherence to the appropriate laws and policies for serving alcoholic beverages.
Print name: ___________________________ Student/Staff ID #: ___________________________
Signature: ___________________________ Date: ___________________________
Telephone number: ___________________________ Address: ___________________________

2. **Faculty/Staff Advisor** – for student organizations, Dean of Students; for Faculty, Department Chair
Print name: ___________________________ Title: ___________________________
Signature: ___________________________ Date: ___________________________

3. **Facility** – the director of the facility being used, or Auxiliary Services
Print name: ___________________________ Title: ___________________________
Signature: ___________________________ Date: ___________________________

4. **University Police**
Print name: ___________________________ Title: ___________________________
Signature: ___________________________ Date: ___________________________

5. **Risk Management**
Print name: ___________________________ Title: ___________________________
Signature: ___________________________ Date: ___________________________