Procedure: Alcohol Possession and Use

Authority for Procedure granted by UWG Policy 7006, Alcohol and Tobacco on Campus.

A. Authority

The Chief Auxiliary Officer or their designee is authorized to
1. Develop guidelines relating to the service of alcoholic beverages per this procedure.
2. Evaluate adherence to this procedure by any University Unit.

B. General Requirements

1. Organizers of on-campus events where alcohol is to be served must submit an Alcohol Use Request Form (see Attachment A: Alcohol Request Form) prior to the event.

   Exception: The President may approve requests without the approval of, or in the absence of, the Chief Legal Officer.

2. It is within the purview of the Chief Legal Officer to require police presence or security services for any on-campus event.
3. Funding for alcoholic beverages must be from non-state, University sources.
4. Organizers must ensure that non-alcoholic beverages and food are provided in a reasonable quantity in the same general area, and for the same time period, as alcoholic beverages.
5. Organizers must use Trained Servers to serve alcohol for all events exceeding ten attendees (not including faculty/staff working at the event).
6. Alcohol shall not be served or available after the following times:
   - Events lasting one hour or less - the availability of alcohol shall cease at the end of the event.
   - Events lasting longer than 1 hour - the availability of alcohol shall cease 30 minutes prior to the end of the event.

C. Prohibited Activities

1. No person shall conspicuously display open containers of alcoholic beverages (open beer or liquor cans/bottles) in any on-campus public location except for approved Tailgate Events.
2. Advertisement of alcoholic beverages on campus is not permitted.
3. Alcohol may not be transported in vehicles owned or rented by the university, with the exception of Food Service (i.e., DineWest) vehicles,
4. Self-service kegs and other common-usage containers (such as punch bowls or frozen drink machines) that dispense alcoholic beverages without the aid of a Trained Server are prohibited, except for tailgating events.
5. 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.

D. Special Event Considerations

1. 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.
2. Tailgate Events

Alcohol is permitted for private consumption at major events that the President designates as a Tailgate Event (without the submission of the Alcohol Use Request Form). All other provisions of UWG PL 7006, *Alcohol and Tobacco on Campus* and associated procedures remain in effect.

The following additional restrictions apply to alcohol consumption at Tailgate Events:

- Consumption is restricted to designated tailgating areas and time periods only.
- Alcoholic beverages are prohibited on public streets.

3. Fundraising and Outside Events

The University shall be indemnified through the Agreement and named as additional insured for fundraising and outside events that include alcohol service. University Units should consider using an affiliated organization to sponsor fundraising events.

4. Social Events

Organizers that desire to host a social event will either be required to contract for alcohol-pouring service or, 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 PL 7006 and these procedures shall remain in effect.

**E. Enforcement**

Alcohol consumption is generally prohibited during the workday, including rest periods and meal periods, except at authorized University-sponsored events where alcohol is served.

Whenever employees are operating a UWG vehicle, or conducting company-related work offsite, they are prohibited from being under the influence of alcohol or an illegal drug as defined in this procedure.

Persons violating applicable laws may be subject to arrest or citation. UWG employees and students may be referred to the appropriate UWG authority for disciplinary sanctions for policy or conduct violations. Visitors who violate the law or University of West Georgia policies may be required to leave the campus.

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

UWG is committed to supporting the rights of individuals who choose not to drink, and to helping individuals who choose to drink responsibly.

Educational programs for students are presented each year by departments throughout the campus. Alcohol counseling and treatment resources for UWG students and employees are available at [www.westga.edu/UWGCares](http://www.westga.edu/UWGCares).

**Definitions**

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

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

**Designated Responsible Employee** - Full-time faculty, and staff employee (e.g., catering manager) assigned
to be on-site as the primary point of accountability for alcohol use. This employee shall not consume alcohol during the event for which they are responsible.

**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.

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

**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.

**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.

**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.

**Social Event** - A planned event that primarily gathers people for communal purposes, including meetings, parties, planning, educational opportunities, or interest activities.

**Tailgate (Tailgating) 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.

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

**University Unit** - Institutional department or office that reports through the chain of authority to the University President, including divisions, colleges, schools, departments, and offices. For this procedure, committees and task forces may be considered university units if they operate according to their charters, approved by a division vice president.

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

**Attachments**

[Alcohol Request Form.pdf](Alcohol_Request_Form.pdf)
[Facilities Use Agreement](Facilities_Use_Agreement)