

Number: PPD - 0010
Subject: Service and Consumption of Alcoholic Beverages at VIMS

The College of William & Mary, Virginia Institute of Marine Science (VIMS) expects that all of its students, faculty, and staff and their guests, as well as all recognized organizations, will observe Virginia laws as they pertain to the purchase, distribution, and consumption of alcoholic beverages. These regulations for events at VIMS where alcoholic beverages are served outline the responsibilities of organizations and individuals sponsoring such events, incorporating the legal requirements of the Virginia Alcoholic Beverage Control Board and additional requirements of VIMS and the College of William & Mary. They regulate the use of alcoholic beverages in or on all property (grounds, buildings, vessels, vehicles, etc.) under the control of VIMS. It is the responsibility of the sponsors of events where there will be alcoholic beverages to plan and supervise the activity in conformance with all applicable laws, regulations, and policies.

Title 4.1, Chapter 3 of the Code of Virginia pertains to the consumption and sale of alcoholic beverages and generally states:

- Persons who are not 21 years of age may not purchase, possess, or consume any type of alcoholic beverage.
- No person may be in a public area in an intoxicated condition.
- Alcoholic beverages may not be sold or served to individuals who appear to be or are intoxicated.
- No person may bring any type of alcoholic beverage into a licensed facility or area, nor may any person take alcoholic beverages out of a licensed facility or area.

A: Regulations Applying to All Events

It is the responsibility of the sponsoring individual or organization to enforce the law. Because VIMS may permit the scheduling of events on its Gloucester Point campus and other properties under its control at which alcoholic beverages are served or consumed, the following apply for all events:

1. No person shall be served or consume alcoholic beverages at or in any unlicensed public area, including all buildings, grounds, vessels, vehicles, etc. under the control of VIMS.
2. To convert public areas to private areas for the purpose of serving alcoholic beverages at functions, the sponsoring organization or individual must officially schedule the facility and gain approval for the event through the Office of the Dean/Director. Scheduling request forms for events must be submitted to the Dean/Director's office, or a designee, no later than 5:00 p.m. on the preceding Tuesday for weekend events. In order to be accepted, forms must be completely filled out and signed by all required persons. Approved forms must be picked up from the Office of the Dean/Director by 5:00 p.m. on Friday and must be displayed at the event. Failure to display the authorization form at any function will constitute an unauthorized event which is subject to closing by Campus

Security or other College or VIMS officials. Requests for events on other days are due at least one week in advance of the event.

3. Functions where the consumption of alcoholic beverages is the principal attraction are not permitted.
4. VIMS reserves the right to limit the amount of alcohol which may be present and/or served at any function. Further, non-alcoholic beverages must be visible and available on the same basis as any alcoholic beverages served. No one who appears to be intoxicated or unable to function properly will be served an alcoholic beverage.
5. Appropriate food items such as snack items and vegetable and cheese trays must be available throughout functions where alcoholic beverages are served or sold. Failure to provide adequate alternative beverages and food may result in the closing or delay of the event.
6. Organization members (sponsors) who are completely sober must be present throughout the entire event to provide supervision and to ensure compliance with the requirements of this policy.
7. Sponsors must sign a "Schedule Request Form" which signifies their understanding of and willingness to abide by these regulations and policy. The event manager and the bar tenders / servers must have attended a Party Management Seminar (TIPS training) prior to signing for the event. Information of scheduling Party Management Seminars (TIPS training) can be obtained from the Student Activities office on the Williamsburg Campus (Phone - 757 221 3300, Fax - 757 221-3451, or on-line at <http://web.wm.edu/studentactivities/programming/tips.php>. Because the seminars may not be offered frequently, persons who anticipate sponsoring a function should work as far in advance of the function as possible to assure the ability to comply with this requirement.
8. Signs must be posted at all entrances to the event stating the name of the sponsoring organization and/or the title of the event. These signs should indicate the private nature of the function and the restrictions on attendance.
9. Under no circumstances is it legal or permissible for persons who are not 21 years of age to be served or consume alcoholic beverages at any event.
10. Alcoholic beverages may not be sold or served prior to 12:00 noon or after 1:00 a.m. Social functions scheduled Sunday through Thursday must conclude by 1:00 a.m. Functions scheduled on Friday and Saturday must conclude by 1:30 a.m. unless specific prior permission has been granted in writing. The service of alcoholic beverages must end at least a half hour before the conclusion of the event regardless of the day or time scheduled. At all outdoor functions, alcoholic beverages may not be sold or served prior to 12:00 noon or after 12:30 a.m., and the function must end by 1:00 a.m. unless specific prior permission has been granted in writing. The institution reserves the right to limit the duration and number of events that an organization might schedule.
11. Unattended bars/serving areas are not permitted. Alcoholic beverages may only be served one at a time per person.
12. No alcohol may be served or consumed in glass containers at functions without special written permission of the Dean/Director.
13. The serving or consumption of alcoholic beverages at any membership recruitment, initiation/induction or pre-initiatory activity or event is strictly prohibited.

14. Each function must have an individual(s) designated as "Bar Manager(s)." The Bar Manager(s) shall supervise the serving and sale of alcoholic beverages and shall determine when individuals appear intoxicated and may not be served. The Bar Manager has full responsibility for ensuring that individuals being served are 21 years of age. A sign must be posted in clear view in the serving area stating "Must be 21 years of age to be served." The person(s) serving as Bar Manager(s) must be at least 21 years of age and must be present at all times during the event.
15. Advertising for events which involve the sale of alcohol must be limited to the campus. Information provided on the advertisement must be limited to the type of function, name of band or entertainment, location, time, sponsoring organization, and a statement indicating that a William & Mary ID and proof of age are required for entrance. Advertising with reference to "alcoholic beverages," "alcohol," "cocktails," "kegs," "happy hours," "golden beverages or brew," or other terms or illustrations descriptive of alcoholic beverages or which encourage or promote the consumption of alcoholic beverages is prohibited.
16. Events involving the distribution and/or sale of alcoholic beverages will not be scheduled for outside public areas which are not adequately shielded from public view, to which entry cannot be readily controlled, and are inappropriate due to their proximity to residential or academic areas.
17. No events shall have "drinking games" as part of their activities or promotion.

B. Special Events

For certain occasions, in addition to complying with the above regulations, an ABC Banquet/Special Event License for the Virginia Alcoholic Beverage Control Board is required. It is the responsibility of the organizer to check and secure in advance any required license. The form may be obtained online from the Department of Alcoholic Beverage Control at <http://www.abc.state.va.us/licensing/banquet.htm#ebanquet>

The application for a Banquet License must be submitted at least fourteen (14) days prior to the event to the office of the Dean/Director or his/her designee. A Banquet License is issued for a single event, at a specific location, on a particular day only, and the cost will be borne by the sponsoring organization. The ABC Board will not accept license applications that do not allow them two weeks for processing.

At licensed events, the actual license must be displayed in a conspicuous place at all times during the event in order to comply with the State ABC regulations. The license number must also be entered on the VIMS schedule request form which also must be displayed at the function (see A 2, above). Banquet licenses will not be issued by the ABC Board for any event where the majority of participants might be under the legal drinking age of 21.

The submission of an application for an ABC license does not guarantee approval. Groups applying should allow extra time for Board review, revision, or possible rejection when planning events which require a license.

C. Private Events

Private events are those to which attendance is limited to a select invited group (*i.e.*, a club reception for members and invited guests only.)

1. Announcement of the event may be by personal invitation only; no campus-wide advertising of the event is permitted such as flyers, posters, or ads.
2. The percentage of a group's membership and/or guest list who are of legal drinking age will be a factor in determining if permission will be granted for the serving of alcohol or allowing individuals to bring alcohol at requested functions. Depending on the estimated attendance, a separate room or area may be required for the consumption of alcohol.
3. As in the case of all events where alcoholic beverages will be consumed, the event must be officially scheduled through the on line events form (http://web.vims.edu/calendars/sch_res.html?svr=www)

D. Compliance

Individual who violate this Policy for the Service and Consumption of Alcohol at VIMS are subject to penalties ranging from warning to dismissal. Organizations that fail to follow the proper scheduling procedures or violate the policy may be denied the privilege of scheduling future events.

Nothing herein shall be interpreted as any assumption of liability by the College of William & Mary, Virginia Institute of Marine Science, any injury, damage, or loss caused by any student's, sponsor's, or organization's failure to comply with the foregoing policy. The policies for the service and consumption of alcoholic beverages are further subject to applicable laws of Virginia governing the activity, and each student, organization, and sponsor is responsible for becoming informed about and observing the law. Permission by VIMS to conduct any activity covered by these rules shall not release the student, organization, or sponsor from applicable laws governing the activity. The student, organization, or sponsor is not an agent of VIMS/SMS and has no authority to make any representation on behalf of the College.

Finally, persons planning events at which alcoholic beverages will be served also must comply with Policy and Procedure Document 0009 concerning Special Events.

Date: July 1, 2009