

APPENDIX B
TIDEWATER COMMUNITY COLLEGE POLICY
ALCOHOL AND OTHER DRUGS

Request for Authorization to Serve Alcoholic Beverages

This form should be submitted at least 1 month (30 days) prior to the proposed event—please print or type.

Request Approved <input type="checkbox"/> * Request Denied <input type="checkbox"/> Comments: _____
<i>*Sponsor must comply with applicable facility regulations including, but not limited to, security and crowd control requirements.</i>
Signatures:
_____ Date: _____ VP for Student Affairs (required if TCC students will be in attendance)
_____ Date: _____ Vice President for Institutional Advancement (required for all events involving alcohol)

Name of Requestor: _____ Title: _____

Organization: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Will Requestor be present at and responsible for the event? Yes No

If not, Event Host's Name: _____

Address: _____

Phone: _____ E-mail: _____

Name of Event: _____ Event Date: _____

Purpose of Event: _____

Nature of Event (i.e., guests, type of activities, food, refreshments, etc.): _____

Will TCC students be among the guests? Yes No

If yes, request must be approved by TCC VP for Student Affairs

Will persons younger than 21 be among the guests? Yes – TCC Students Yes – Others No

If yes, indicate the percentage of guests who will be under the age of 21: _____%

Event Location: _____ Expected Number in Attendance: _____

Rain Location: _____ Rain Date: _____

Alcohol served from (start time): _____ to (end): _____

Status of License: Application Attached Other: _____

Copy of license must be provided to the COO, Facilities and Public Safety at least 3 working days prior to the event. The original of the license must be available for inspection at the event.

Adapted with permission from the University of Virginia's Policy on Use of Alcoholic Beverages and Prohibition of Other Drugs.

Tidewater Community College
Alcohol and Other Drugs
Appendix B

A. REQUIRED FOR ALL APPLICATIONS

Check all that apply:

- 1. Alcohol will be served by: Host organization Caterer Other: _____
- 2. Type of beverage service: Cash Bar Open Bar Other: _____
- 3. Type of alcohol served: Beer – Tap Beer – Individual Wine Liquor

Describe how compliance with Federal and State laws and TCC regulations regarding alcohol will be assured. Note: food and non-alcoholic beverages must be available and easily accessible throughout an event. Alcohol must be monitored at all times.

B. REQUIRED FOR ALL EVENTS WITH UNDERAGE GUESTS

Check all that apply:

- 1. Patrons (of-age or underage) will be identified by: Hand Stamp Wristband Other: _____
- 2. Alcohol access will be controlled by: Partition Roped Area Separate Room Other: _____

Describe procedures to prevent alcohol being served to or consumed by underage persons.

C. REQUIRED FOR EVENTS WITH STORED ALCOHOL

If alcohol must be stored for an approved event, how will it be secured?

By signing below, I agree to abide by TCC policies and the laws of the United States and the Commonwealth of Virginia, and to ensure that event attendees do so as well. I have read and understand the TCC Policy on Alcohol and Other Drugs and the Guidelines for Hosting a Safe Event.

Signatures:

Requestor

Date: _____

Event Host (if different from Requestor)

Date: _____

Submit completed form to VP for Student Affairs if TCC students will be in attendance. Otherwise, submit to Executive Director of the TCC Real Estate Foundation and Facilities

Guidelines for Hosting a Safe Event

General

- As the Event Host, you are responsible for taking reasonable steps to enforce and comply with state and federal laws and TCC regulations governing the use of alcohol.
- Be a good role model for others by modeling the behavior you expect of your guests. Model legal, safe, and appropriate behaviors.

If there will be guests under the legal drinking age of 21 present at your event:

- Clearly identify individuals who are of legal age and who possess and/or consume alcohol by a wristband, hand stamp, or other type of highly visible identification.
- For a large event, have an area designated for alcoholic beverage service. Have some type of physical barrier at which all access and egress is controlled. This may include a partition, a roped area, a separate room, etc. Only individuals of legal age should enter this area. Appropriate signage should be in place.

Beverages

- Serve all drinks to guests rather than having an unmonitored bar, especially for liquor. This allows you to monitor guests who may be overindulging. Remind bartenders that it is illegal to serve anyone who appears intoxicated. Bartenders must be 21 years of age.
- Appoint a beverage manager to be responsible for the supervision of individuals serving beverages and ensuring that beverage servers are in compliance with all laws and college policies.
- Make nonalcoholic beverages available and as accessible as alcoholic beverages. Be imaginative; serve a non-alcoholic drink that goes with the theme of the event.
- If you are serving alcohol, serve lower-alcohol beverages (i.e., beer or wine) and refuse to serve anyone who is visibly intoxicated.
- Have shot glasses/jiggers available to deliver measured amounts of alcohol. Guessing the amount of alcohol can lead to excessive drinking.

Food

- Make substantial food (e.g., pizza, cheese, meats, bagels, etc.) available and accessible throughout the duration of the event. Always have food when alcohol is served, as it slows the absorption of alcohol.
- Serve foods high in protein (e.g., cheese or meats), which slows the effects of alcohol.
- Avoid salty foods when possible since it will increase thirst and encourage people to drink more.

Event Management

- Create an environment that allows your guests to feel comfortable making “low- risk” drinking choices, including choosing not to drink.
- The Event Host may have a civil liability if a guest injures himself or others as a result of alcohol impairment. Appoint non-drinking drivers if your guests may need a ride home.
- Stop serving alcohol about one hour before you want the party to end. This will help ensure your guests’ safety on their way home.
- Do not allow guests to engage in drinking games or to chug their drinks. Drunk guests are the primary source of problems.
- If a guest is drinking too much, start a conversation to slow down consumption and offer a non-alcoholic drink or food.
- If someone becomes highly intoxicated, or arrives highly intoxicated, stay with the person and monitor breathing. If you have any concerns about the person’s safety, call 911 immediately.
- If there will be guests under the age of 21 present at the event, identify at least one person to serve to check identification for proof of legal age. The responsible party’s role is delineated below.
 - The responsible party primary duty is to check guests’ identification for proof of legal age and clearly identify individuals who are of legal age by a wristband, hand stamp, or other type of highly visible identification as specified in the approved Request for Authorization to Serve Alcoholic Beverages form.
 - The responsible party’s secondary duty is to assist the Event Host in following college policy regarding the service of alcohol. The responsible party should alert the Event Host to any observed policy violations (e.g., entry or exit of persons with beverage containers, lack of non-alcoholic beverages and/or food items, etc.). It is the Event Host’s responsibility to correct any policy violations.
 - The responsible party is not to drink prior to or during the event.
 - The Event Host should make her/himself known to the responsible party at the beginning of the event in order to handle any problems that may arise.