

**UNIVERSITY OF VIRGINIA**  
**Approval Request for Use of Alcoholic Beverages**

**The form should be submitted at least 1 week prior to proposed event.**  
**PLEASE PRINT OR TYPE**

Request Approved <input type="checkbox"/> *	Request Denied <input type="checkbox"/>	Comments: _____
<hr/>		
<i>*Sponsor must comply with applicable facility regulations including, but not limited to, security and crowd control requirements.</i>		
Signature: _____		Date: _____
Vice President for Student Affairs (or designee)		

Today's Date: \_\_\_\_\_ Event Date & Day of Week: \_\_\_\_\_

Organization/Department name: \_\_\_\_\_

Do you have a Contracted Independent Organization Agreement in place? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Do you have a Fraternal Organization Agreement in place? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Are you a University Foundation? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Requestor name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

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

Host name (person responsible at the event) if other than requestor: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Estimate of Expected Attendance: \_\_\_\_\_ Location: \_\_\_\_\_

Alcohol served from (start): \_\_\_\_\_ (end) \_\_\_\_\_ Rain Site: \_\_\_\_\_ Rain Date: \_\_\_\_\_

- **COMPLETE REQUIRED FORM ON PAGE 2** to describe how compliance with federal and state laws and University regulations regarding alcohol will be monitored and sign on page 2 after reading the U.Va. alcohol policy.
- If alcohol must be stored for an approved event, complete form on page 2 to describe how it will be secured.
- Are persons under the legal age of 21 expected to be present? Yes \* No

***\*If yes, complete this section to request an exception to the policy regarding attendance by underage students.***  
Please indicate the percentage of guests who will be *underage* students: \_\_\_\_\_ %  
**COMPLETE REQUIRED FORM ON PAGE 2** to describe procedures to prevent the service and consumption of alcohol by underage persons.

**REQUIRED FOR ALL APPLICATIONS**

**Check all that apply:**

- 1. Alcohol will be served by:  UVA catering  host organization  Other \_\_\_\_\_
- 2. Type of beverage service:  cash bar  open bar  Other \_\_\_\_\_
- 3. Type of alcohol served & amount\*:  beer \_\_\_\_\_  wine \_\_\_\_\_  liquor \_\_\_\_\_

(\*See page 4 for recommended guidelines)

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

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**REQUIRED FOR ALL EVENTS WITH UNDERAGE GUESTS:**

**Check all that apply:**

- 1. Patrons ( of-age or  underage) will be identified by:  hand stamp  wristband (*contact the Center for Alcohol and Substance Education at 924-5276 for free wristbands*)  other \_\_\_\_\_

- 2. Alcohol access will be controlled by:  partition  roped area  separate room  Other \_\_\_\_\_

Name of trained party manager (TIPS or UVA approved program): \_\_\_\_\_  
(*Contact the Center for Alcohol and Substance Education at 924-5276 for a list of trained individuals- see page 5 for party manager responsibilities.*)

**Describe procedures to prevent the service and consumption of alcohol by underage persons**

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**REQUIRED FOR EVENTS WITH STORED ALCOHOL: If alcohol must be stored for an approved event, how will it be secured?** \_\_\_\_\_

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[alcohol policy](#).

Signature of requestor \_\_\_\_\_

Date: \_\_\_\_\_

**Please submit a signed copy of pages 1 & 2 to:**  
 Patricia M. Lampkin, Vice President for Student Affairs  
 P. O. Box 400303, University of Virginia, Charlottesville, Virginia 22904

## **Guidelines for Hosting a Safe Event**

- As the event host, you are responsible for taking reasonable steps to enforce and comply with local, state, and federal laws and U.Va. 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 as an alcoholic beverage service and consumption area. 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 and no alcohol should leave the area. Appropriate signage should be in place.

### **Beverages**

- Serve all drinks to guests rather than having an open 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 University 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 (i.e., 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.

### **Party Management**

- Identify at least one person as the party manager to check identification for proof of legal age. See page 4 for more information on the party manager role.
- Create an environment that allows your guests to feel comfortable making “low-risk” drinking choices, including choosing not to drink.
- The host of a party 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.

# Standard Drink Conversion

**ONE STANDARD DRINK IS EQUAL TO:**

**BEER** ( $\leq 4\%$  alcohol)..... 12 ounce can or bottle

**BEER/MALT LIQUOR** (8% alcohol)..... 6 ounces

\* A 40oz bottle of 8% malt liquor = 6.4 drinks

**WINE** (10% alcohol)..... 5 ounce glass

**WINE COOLERS\*** (5-7% alcohol)..... 8-10 ounces

\*(includes Bacardi Breezers, Skyy, ciders, etc.)

Three 12 oz. bottles at 7% alcohol is equivalent to 4-1/2 standard drinks.

**LIQUOR**

(80-proof, 40% alcohol)..... 1-1/2 ounce shot

(100-proof, 50% alcohol) ..... 1 ounce shot

**NUMBER OF STANDARD DRINKS PER BOTTLE:**

**WINE:**

Bottle (25.6 ounces @ 10% alcohol)..... 5 standard drinks

Magnum (64 ounces @ 10% alcohol) ..... 12.8 standard drinks

**LIQUOR:**

Pint (16 ounces)..... 16 drinks (100 proof)  
10.6 drinks (80 proof)

Fifth (25.6 ounces)..... 25 drinks (100 proof)  
17 drinks (80 proof)

Quart (32 ounces)..... 32 drinks (100 proof)  
21 drinks (80 proof)

**NUMBER OF STANDARD DRINKS PER KEG:**

**PONY KEG**

(7.75 gallons, 12 ounce cups).....102 standard drinks

**HALF KEG**

(15.5 gallons, 12 ounce cups)..... 165 standard drinks

**KEG**

(31 gallons, 12 ounce cups)..... 330 standard drinks

## **Party Manager Guidelines**

- All events on University property involving the use of alcohol with underage guests must have a party manager who is trained in the Training for Intervention Procedures (TIPS) or a similar University approved program.
- The Center for Alcohol and Substance Education maintains a list of trained individuals, which is provided to sponsoring groups upon request. The sponsoring organizations must make arrangements with individuals to serve as a party manager. Suggested payment for party managers is \$10/hour.
- The party manager's primary duty is to check party 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 Alcoholic Beverages on University Property form.
- The party manager's secondary duty is to assist the party host in following University policy regarding the service of alcohol. The party manager should alert the party 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, kegs, pony kegs or beer balls in University-owned residence facilities). It is the party host's responsibility to correct any policy violations.
- The party manager is not to drink prior to or during the event.
- The host should make her/himself known to the party manager at the beginning of the event in order to handle any problems that may arise.

## University of Virginia Alcohol and Drug Policy

### Policy Statement:

The University of Virginia prohibits the illegal or otherwise irresponsible use of alcohol and other drugs. It is the responsibility of every member of the University community to know the risks associated with substance use and abuse. This responsibility obligates students and employees to know relevant University policies and federal, state and local laws, and to conduct themselves in accordance with these laws and policies. To these ends, the University publishes the following information regarding University policies and sanctions, laws and penalties concerning substance use and abuse, health and behavioral risks of drug use, and resources for treatment and educational programming.

### Alcohol

Virginia State laws concerning the purchase, possession, consumption, sale and storage of alcoholic beverages include the following:

- (1) Any sale of an alcoholic beverage requires a license from the Virginia Alcoholic Beverage Control (ABC) Board;
- (2) Alcoholic beverages are not to be given, sold or served to persons under 21 years of age;
- (3) Alcoholic beverages are not to be given, sold or served to persons who are intoxicated;
- (4) State law prohibits: drinking in unlicensed public places; possession of an alcoholic beverage by a person under 21 years of age; falsely representing one's age for the purpose of procuring alcohol; and purchasing an alcoholic beverage for a person who is under 21 years of age.

The University of Virginia assumes no responsibility for any liability incurred at any event not sponsored by the University where alcohol is served and/or sold. Students and members of Contracted Independent Organizations or of organizations with a Fraternal Organizational Agreement are always expected to conduct themselves in accordance with the laws of the Commonwealth of Virginia and to assume full responsibility for their activities and events.

### Areas of Emphasis

1. Except as expressly permitted in this policy under Item 11 of the "Areas of Emphasis," any use of alcohol (1) in a public area on University property or (2) at a University function in which University of Virginia students will be present must be approved in advance in writing by the Vice President for Student Affairs or his or her designee.
2. Alcoholic beverages must not be served at any University function or event on University property that will be attended by underage University of Virginia students. Requests for exceptions must be presented to the Vice President for Student Affairs. If an exemption is granted, personnel trained in Training for Intervention Procedures (TIPS) or another University-approved program must be present to supervise the distribution of alcohol.
3. Alcoholic beverages purchased with University funds may be used only in compliance with state and federal law and University policy.
4. Events, whether planned or spontaneous, involving the possession/distribution/ consumption of alcoholic beverages are prohibited in and around the first-year residence halls.
5. Non-alcoholic beverages and food items should be present at the University-functions where alcoholic beverages are served.
6. Alcoholic beverages may not be mentioned in the advertising or publicizing of a University function.

7. Sponsors serving alcohol at University functions shall not permit the entry or exit of persons with beverage containers.
8. Sponsors must check for proper age identification of individuals attending events attended by underage students when alcohol is served.
9. A student may not let another person use his or her student I.D. for the purpose of obtaining an alcoholic beverage, nor may a student use another student's I.D. to obtain alcoholic beverages.
10. University Dining Services, the University Programs Council and Nutrition Services are the only organizations eligible to obtain an ABC license for the purpose of selling alcoholic beverages on University property.
11. Members of the University community living in University property and their invited guests who are lawfully permitted to purchase, possess and use alcohol may do so in the residence or on any immediately adjacent area devoted to residential use; they should not do so, however, in public places or in any area on University property devoted to common use. The presence of underage family members, employees or guests does not preclude the serving of alcohol in a residence that is University property provided an appropriate of age family member and/or host is willing to assume the legal responsibility for insuring compliance with state and federal law and University policy.
12. Additional regulations governing the use of alcohol in Newcomb Hall, Peabody Hall, Lambeth Commons Building, and the Student Activities Building can be obtained in Newcomb Hall.
13. Possession of kegs, pony kegs or beer balls is prohibited in residence facilities that are University property.
14. Any organization, as well as its leadership, sponsoring an event on University property will be responsible for following all federal and state laws and University policies which apply to the serving and/or selling of alcoholic beverages.

*Any student found in violation of this policy is subject to the entire range of University Judiciary Committee sanctions described in the Statement of Students' Rights and Responsibilities, including suspension and expulsion. University personnel found in violation of this policy are subject to appropriate personnel sanctions.*

**For the complete text of the University's alcohol policy and procedures, please access the following:**

<https://etg07.itc.virginia.edu/policy/policydisplay?id='STU-001'>

**This information is also included in the Undergraduate Record and Graduate Record in the sections on University Regulations – Alcohol and Drug Policy.**