



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	PRM-4001	Policy Title:	Policy for Events with Alcohol on Campus
Effective:	01/01/2021	Responsible Office:	Dining Services
Date Approved:	12/17/2020	Approval:	Executive Vice President & Chief Operating Officer
Replaces Policy Dated:	N/A	Responsible University Official:	Executive Director, Campus Dining

PURPOSE:

All members of the University community and third-party users of University facilities are responsible for knowing and acting in accordance with applicable laws and University policies concerning alcohol when hosting an event on campus. The purpose of this policy is to inform the University community and third-party users of University facilities of the procedures and regulations they must comply with when hosting an event with alcohol at the University.

SCOPE:

These procedures apply to all members of the University community and third-party users of University facilities that wish to host events with alcohol on University of Richmond property.

All alcoholic beverages to be consumed at University approved events must be supplied by University Catering or in conjunction with a University approved caterer with an ABC license. Spider Brews and approved events with beer trucks are the only exceptions. Events with alcohol must be scheduled in an approved wet space on campus unless prior approval has been granted by the Executive Director of Dining Services.

Virginia ABC laws prohibit the use of donated alcohol.

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POLICY STATEMENT:

PRM-4001.1 – Definitions

Event Manager – The person who takes full responsibility for management of the event including, but not limited to, compliance with University, state and federal policies. Serves as the first point of contact in the event of an emergency or crisis. Must be on site during the duration of the event.

Student Centered Events – Any event where the majority of participants are University students.

Third Party User of University Facilities – Groups not affiliated with the University of Richmond that are hosting an event on campus and have signed a contract to utilize the space and have food/beverages/alcohol provided by University catering or an approved University caterer with an ABC license.

University Function – Any activity that is conducted or sponsored by a University office, department, or by University personnel, and is done on behalf of the University, whether the activity is conducted on or off campus.

University Owned Property – Any building or property owned or controlled by the University, other than property leased by the University to others, within the same reasonably contiguous geographic area of the University and used by the University in direct support of, or in a manner related to, its educational purposes.

PRM-4001.2 – Events with Alcohol Hosted by University Departments/Organizations or Third-Party Users of University Facilities

All events with alcohol must be registered and approved by the Director of Events, Conferences and Support Services and use University Catering or a University approved caterer with an ABC license for their alcohol service.

PRM-4001.3 – Acknowledgement of Responsibility

Prior to registering any event on campus where alcoholic beverages are to be served, a responsible member of the hosting organization/department must be knowledgeable about the University of Richmond Alcohol, Tobacco and Other Drug Policy and Virginia ABC laws, and is therefore held responsible for compliance with the above-named policies. Approved campus guests/groups are also responsible for compliance with University of Richmond Alcohol, Tobacco and Other Drug Policy and Virginia ABC laws and regulations.

1. ***Event Responsibility and Supervision:*** All groups hosting an event with alcohol on campus must designate an event manager to supervise the sponsored event. The event manager shall take reasonable

steps to enforce and comply with local, state, and federal laws and University regulations governing the use of alcohol. The event manager must be present for the entire event.

- a. The host may be required to use a third-party vendor as an approved method of legal age verification for all guests at the request of Dining Services or Events, Conferences and Support Services. All alcohol events of 100 guests or more may be required to utilize wrist bands to provide a method to comply with Virginia ABC guidelines as noted above.
- b. The host and/or the attendees may be held responsible financially for damages or other problems created by their guests as outlined in the Temporary Occupancy Agreement.

2. ***Types of Events with Alcohol:***

- a. A *private event* is an event where alcohol is served that is not open to the general public.
 - b. A *public event* is open to University community as well as the public
 - c. An *organizational/departmental event* is open only to members of the UR community and their personally invited guests.
3. ***Approved Locations for Events with Alcohol:*** The consumption of alcoholic beverages at registered events on campus is limited to [approved locations](#). All other areas of the campus are considered public areas where use of alcohol is prohibited. As the executor of the University's ABC license, The Executive Director, Dining Services can grant one-time exceptions allowing for approval of a public area to host an event with alcohol. It is the responsibility of the campus department or organization to secure this permission prior to planning their event.
 4. ***Access Control:*** The event manager is responsible for monitoring the entrance to and exit from the event. Police personnel may be required at the direction of the Chief of Police or other University administrator.
 5. ***Serving Times:*** The maximum serving time for any alcoholic beverage is five hours during scheduled serving times for the given date. Service of alcoholic beverages must end 30 minutes prior to the scheduled conclusion of the event, unless the service of alcohol is two hours or less (i.e., receptions). For events more than two hours in length, where a meal is not served, alcohol service must end 30 minutes prior to the scheduled conclusion of the event. Food is required at all alcohol events as noted in number 9 below.
 6. ***Alcoholic Beverages Permitted:*** At departmental/organizational events where individuals are in attendance who are under the legal age for possession and consumption, the only alcoholic beverages that may be present or served to individuals of legal drinking age are beer and wine.
 7. ***Alcoholic Beverages Not Permitted:*** The possession or use of common containers of alcohol including, but not limited to, kegs, ¼ kegs and party balls are prohibited on University property.
 8. ***Non-alcoholic Beverages at Events:*** To ensure that one or more types of non-alcoholic beverages (other than water) are provided in sufficient quantity for the duration of the event if alcoholic beverages are to be present. Non-alcoholic beverages must be as visible and accessible as the alcoholic beverages which are being served
 9. ***Food at Events:*** If alcoholic beverages are to be present, food is required in sufficient quantity for the duration of the event. Food items should be substantial (i.e., pizza, cheese, meats, bagels, etc.) and not

just heavily salted items such as chips, nuts and pretzels. Food items are to be as visible and accessible as are the alcoholic beverages being served. For events catered by a University approved vendor, a copy of the menu for the event must be submitted to the Director of Events, Conferences and Support Services for approval.

PRM-4001.4 – Event Coordination

1. ***Police:*** To maintain order for each event, an assessment of the security needs will be undertaken. This process is coordinated by Events, Conferences and Support Services. The University Police will decide the number of personnel, and the sponsoring organization/department or third-party user will be responsible for payment of services.
2. ***Excessive Attendance:*** Public safety will take priority over all other considerations in the decision to stop or limit admission to an event. The final responsibility for this decision rests with the University Police Officer on duty at the event. If the event is determined to be out of control, the University Police, in consultation with the event manager and/or appropriate University personnel, will take direct action concerning the termination of further consumption of alcoholic beverages, or the termination of the event itself.
3. ***Termination:*** Any University Police Officer has the authority to order the event terminated for the remainder of the time designated for that event if in their judgment, violations of the laws of the Commonwealth of Virginia or the University of Richmond Alcohol, Tobacco or Other Drug Policy are occurring. In addition, University Catering and/or the University approved caterer is responsible for maintaining compliance with all ABC laws and regulations. Failure of the host group and/or their guests to adhere to these requirements may result in the termination of all alcohol service.
4. ***Clean-up:*** University Facilities or University Dining Services will charge the sponsoring organization for clean-up if the facilities or surrounding areas are left in a state of disorder. The University will make decisions about what constitutes a state of disorder.

PRM-4001.5 – ID Policy and Process

IDs must be checked at all events where alcohol is served.

It is the responsibility of the ABC license holder to check for a valid personal identification that verifies the age of the individuals prior to their possession or consumption of alcohol. If the ABC license holder is unable to check IDs, a third-party vendor must be hired to provide age verification. Wristbands may be required for some events, but would not be required for private events such as weddings.

At student centered events, it is the responsibility of the ABC license holder to check for a valid personal identification that verifies the age of the individuals entering an event. If the ABC license holder is unable to check IDs, a third-party vendor must be hired to provide age verification. UR students must present their valid driver's license, and in addition, a University ID card may be required. All students 21 years of age or older must be identified by a wristband that indicates the number of drinks allocated for the event.

PRM-4001.6 – Beverage Service Procedures

Self-service of alcoholic beverages is prohibited. There must be a minimum of one beverage server throughout the event responsible for the dispensing of alcoholic beverages. Unlimited service of alcoholic beverages is prohibited. University Catering or the University-approved caterer will determine the number of beverage servers needed for each event.

Beverage servers

Dispensing of alcoholic beverages by the beverage servers will be according to the following procedures:

1. Alcohol may not be dispensed to any individual who does not present proper government issued age identification for possession and consumption of alcohol.
2. Individuals may not be served more than one alcoholic beverage at a time at the Cellar or at student centered events. At catered events, individuals may not be served more than two drinks at a time.
3. Large containers (e.g., pitchers, buckets, jugs, etc.) will not be allowed or filled.
4. Beer served from a common source (i.e. taps, beer trucks) must be dispensed in no greater than 14 oz. increments. Cups used in serving beer must not exceed a total volume of 16 oz.

Beverage managers

1. The University ***requires*** that trained (e.g., TIPS) beverage or bar managers be hired for events. In-house training may be used as long as it covers the following: standard drink size; spotting underage drinking; recognizing signs of impairment; how to intervene to avoid alcohol related problems; and how to handle refusal to serve an individual alcohol. Beverage managers will be responsible for the supervision of individuals serving beverages. They also will be responsible for seeing that beverage servers are in compliance with all laws and University policies.
2. The beverage manager as well as University Police or members of the University administration have the right to remove beverage servers from their duties, or remove from the event individuals who are violating alcohol regulations or procedures.

Beverage distribution

1. Dispensing of alcoholic beverages must be restricted to the boundaries of the facility or approved location. Example: Alice Haynes Room proper but not the hallway.
2. The University prohibits the distribution of unlimited quantities of free alcoholic beverages at events that last more than 2 hours.
3. If alcoholic beverages are to be sold, the organization/department/approved third-party guest will control its distribution by selling tickets to be used in exchange for alcoholic beverages. Appropriate food and beverage taxes must be paid. Alcoholic beverages will be sold on a cost per beverage basis. No credit or “tabs” may be run. Consumption bars can only be run for catered events.
4. If organizations/departments/approved third-party vendors are to have individuals of non-legal age present at an event, University and ABC regulations require the organization/department/third-party vendor to adhere to the following procedures:
 - a. An area within the approved facility must be designated as an alcoholic beverage service and consumption area. This area must 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 may enter this area.

- b. Alcoholic beverages may be consumed by individuals in the controlled area only. No alcoholic beverages may leave this area. Appropriate signage should be in place.

PRM-4001.7 – Events with Beer Trucks

Events with beer trucks must comply with all the procedures listed above. In addition, the event manager must obtain an ABC license for the event. The ABC license must be obtained by a University staff or faculty member. **Students cannot obtain the ABC license.** When applying for the license, the University employee should state their name and that the license is on behalf of the University. For example, Jane Doe on behalf of the University of Richmond.

The ABC license must be requested and paid for on-line: <https://www.abc.virginia.gov/licenses/get-a-license>. University purchase cards do not typically allow the purchase of an ABC license. Please contact Accounts Payable for permission to charge the ABC license to your p-card.

PRM-4001.8 – Student Events

Student organizations that host events with alcohol must comply with the above procedures and in addition, comply with the following:

1. **Scheduling for Events:** Student sponsored events where alcohol will be present, served, or consumed, normally will not be scheduled from 2:00 a.m. Sunday through 4:00 p.m. on Friday. Events will not be scheduled the day immediately prior to, or on reading days or exam days without special permission. Events with alcohol that are held on Friday and Saturday evenings must be concluded by 2:00 a.m. Requests for an event by groups wishing to use the Cellar will be reviewed on an individual basis.
3. **Access Control:** The event manager is responsible for monitoring the entrance to and exit from the event. Police personnel may be required at the direction of the Vice President for Student Development, the Chief of Police, University administrator or their representative.
4. **“Bring Your Own Beer” (BYOB) events are not permitted.**
5. The possession or use of common containers including, but not limited to, kegs, ¼ kegs and party balls are prohibited on campus.
6. **Swipe Access:** Student organizations that host events with alcohol will be required to swipe all guests into the event to create a guest list.

The following student events must comply with the event registration processes established by the appropriate campus Department:

Student Events in Residential Spaces: Students who wish to host an event with alcohol in their residence hall or apartment should do so in accordance with the event registration process established by Residence Life & Undergraduate Student Housing. Students interested in registering an event in their residence, should review the following: <https://residencelife.richmond.edu/residence-life/Community/event-registration.html>.

Greek Life Events: Greek organizations holding events with alcohol must register events ten days in advance with the Center for Student Involvement. For more information on Greek life event and risk management policies, please visit: <https://involved.richmond.edu/greek-life/resources/policies-procedures.html>.

PRM-4001 – Policy for Events with Alcohol on Campus

RELATED POLICIES:

STU-1002 Alcohol, Tobacco and Other Drug Policy

POLICY BACKGROUND:

This policy was reviewed by President’s Cabinet prior to approval on 12/14/2020.

POLICY CONTACTS:

Executive Director, Campus Operations
Director of Events, Conferences and Support Services