

# PIEDMONT VIRGINIA COMMUNITY COLLEGE

## II – ADMINISTRATIVE (GENERAL) POLICIES

### II – 1.0 ALCOHOLIC BEVERAGES AT COLLEGE FUNCTIONS

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<b>Policy #:</b>	<b>II – 1.0</b>
<b>Effective:</b>	
<b>Revised:</b>	<b>October, 2004</b> <b>August, 2008</b>
<b>Responsible Dept.:</b>	<b>President's Office</b>

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#### GENERAL

The consumption of alcoholic beverages is not permitted on the PVCC campus or at PVCC College functions, except as specifically authorized for "by invitation only" College events. An alcoholic beverage (banquet-special event) license must be secured for any function at which alcoholic beverages will be sold. A license is also required for any course or class that involves the tasting or consumption of alcoholic beverages. No person under the age of 21 is permitted to consume alcoholic beverages at any college function.

#### COLLEGE FUNCTIONS AND APPROVALS

The Office of the President, the Director of Institutional Advancement and Development, the Vice President for Instruction and Student Services, and the Vice President for Finance and Administrative Services are authorized to organize, sponsor, or approve functions and events at which alcoholic beverages will be served.

Any other College unit, organization, or employee intending to organize or sponsor a function or event at which alcoholic beverages will be served must have the request approved by the Vice President for Instruction and Student Services or the Vice President for Finance and Administrative Services, as appropriate. Units not reporting to the Vice President for Instruction and Student Services should direct their requests to the Vice President for Finance and Administrative Services.

Student organizations are not permitted to sponsor or organize on-campus functions or events at which alcoholic beverages will be consumed.

A "Request for Authorization to Serve Alcoholic Beverages" form must be completed and approved before an event at which alcoholic beverages will be served or consumed can be scheduled. A copy of all approved forms must be provided to the Office of the Vice President for Finance and Administrative Services at least two working days prior to the event taking place. The VPFAS will notify PVCC Security of all approved events. The sponsor or organizer of a function or event is responsible for ensuring that the appropriate license is secured and that individuals under the age of 21 do not consume alcoholic beverages during the function or event.

#### PURCHASE OF ALCOHOLIC BEVERAGES

Alcoholic beverages must be purchased with private funds. Under no circumstances may state or local funds be used to purchase alcoholic beverages. The use of PVCC Educational Foundation funds to purchase alcoholic beverages requires the prior approval of the President. Such approval can be requested on the "Request for Authorization to Serve Alcoholic Beverages" form.