



The Fort Valley State University

Restricted Alcoholic Beverage Use Form

Applicant, _____ (name of person/entity requesting permission), understands the use or sale of alcoholic beverages at specially approved functions on the Fort Valley State University (FVSU) campus and at other facilities of FVSU may be permitted but only pursuant to the requirements of law, Board of Regents policies, FVSU policies and subject to the following conditions and limitations:

1. Prior written permission must be obtained before the event in the form of an approved application containing such information as required by the Vice President for University Advancement.
2. Each application for use of alcoholic beverages must be approved by the Vice President for University Advancement and, additionally with respect to security considerations as well as compliance with state law and local ordinances, by the Chief of Campus Police and Safety. No alcohol may be served in any manner or in any place under such circumstances as would allow any person under the age of twenty- one years to consume alcoholic beverages. If any person under the age of twenty-one is anticipated to be present at any event, then the event caterer shall post in serving areas a notice that no person under the age of twenty-one years will be served alcoholic beverages at the event.
3. Any function at which alcoholic beverages are served must be conducted pursuant to such restrictions or limitations as are specified on the scene or otherwise by the Vice President for University Advancement, the Chief of Campus Police and Safety, and their designees including campus police officers.
4. No alcoholic beverages may be served or consumed in a residence hall, within the ground lease of the Wildcat Commons residential complex, nor may alcoholic beverages be served pursuant to this policy by any student organization.
5. Alcoholic beverages utilized at any approved function pursuant to this policy, when the function is sponsored by FVSU or any entity of FVSU, must be obtained and served through the Fort Valley State University Foundation, Inc. or as otherwise mandated by the Fort Valley State University Foundation, Inc. through its Executive Director. Each event caterer must be licensed in a proper manner and hold or obtain liability insurance coverage as required by state law, local ordinances, and university regulations.
6. In the event that the Vice President for University Advancement is away from campus or otherwise unable to discharge his or her responsibilities pursuant to this policy, that responsibility shall be exercised by the General Counsel of the University or by such other individual or individuals as may be designated by the President.
7. The provisions of this policy supersede those of any other university policy in force on the effective date of this policy to the extent of a conflict; provided that any classified employee of the university or any faculty member of the university who permits himself or herself to become intoxicated shall be subject to disciplinary action as otherwise permitted by the *Employee Handbook* and the *Faculty Handbook*.

8. The terms and conditions of the [FVSU Drug and Alcohol Policy](#) are hereby incorporated by reference.

Applicant's Information

Organization or Department _____
 Contact Person _____
 Contact Address _____
 Contact Numbers _____
 Email _____

Event Information

Date of Activity/Event _____
 Detailed Description of Event _____

 Requested Area _____ Room # _____
 Start Time of Event _____ End Time of Event _____
 Time to Start Set Up _____ Time to End/Clean Up _____
 Estimated Attendance _____ Is this a fundraiser? _____
 Is there an admission or registration fee? _____ If yes, how much? _____
 Will food be served? _____ If yes, who is preparing the food? _____

I hereby acknowledge that I have read, understand, and agree to comply with all the terms and conditions outlined above and within the FVSU Drug and Alcohol Policy. I accept full responsibility for adhering to these requirements and acknowledge that failure to do so may result in consequences as specified by the governing policy and state law. By signing below, I affirm my commitment to abide by these terms without exception:

Applicant

Date

Approved by:

Vice President for University Advancement and Executive Director for the FVSU Foundation

Date

Chief of Campus Police and Safety

Date