



Last Approved N/A
Effective N/A
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Area Risk/Security/
Envrnmntl Hlth &
Safety
(Procedures)
Chief Or
Responsible Chief Legal
Office Officer

Alcohol Possession and Use

Authority for Procedure granted by [UWG PL#7006, Alcohol and Tobacco on Campus](#).

A. Authority

1. The Chief Legal Officer or their designee is authorized to:
 - i. Develop guidelines related to the service of alcoholic beverages per this procedure.
 - ii. Evaluate adherence to this procedure by any University Unit.

B. General Requirements

Events shall be scheduled using the approved event scheduling system ([Reserve West](#)) to ensure all approvals/requirements are met (including security). Failure to comply with [UWG PL# 7002 Event Planning and Safety](#) and associated procedures may result in disciplinary actions, including, but not limited to, loss of reservation privileges.

1. Organizers of Campus events where alcohol is to be served must submit an Alcohol Use Request Form (see Attachment: Alcohol Request Form) prior to the event.
2. The Chief Legal Officer has the authority to mandate police presence or security services for any Social Event.
3. The purchase of alcoholic beverages must be from non-state sources, as the University is not allowed to purchase alcohol or alcohol services.
4. Organizers must ensure that non-alcoholic beverages and food are provided in reasonable quantity, in the same general area, and for the same time period, as the alcoholic beverages.
5. For events with more than ten attendees (excluding faculty/staff working the event), Organizers are required to use Trained Servers for alcohol service.
6. UWG follows the National Collegiate Athletic Association (NCAA) [Compliance Division I](#)

Manual regarding alcohol sales, advertising, and consumption at UWG sporting events.

7. Employees must exhibit responsible behavior and good judgment when representing UWG and must always be fit to perform their duties during working hours and at UWG Events.
8. Trained Servers and/or the Designated Responsible Employee(s) must ensure that noticeably intoxicated person(s) is provided or allowed to consume additional alcoholic beverages. The decision that an attendee is intoxicated is final and must be adhered to by all servers at the Event.

C. Prohibited Activities

UWG does not sanction underage persons' consumption or possession of alcoholic beverages, nor does it sanction the violation of federal, state, or local law (including serving alcohol to anyone under 21 years of age, giving alcoholic beverages to any obviously intoxicated person, and driving while intoxicated). Proper Identification shall be required.

The following actions are prohibited:

1. Alcoholic beverages are prohibited on public streets.
2. Consumption is restricted to designated areas and time periods only.
3. Advertisement of alcoholic beverages on Campus is not permitted.
4. Common-usage containers (such as kegs, punch bowls or frozen drink machines) that dispense alcoholic beverages without the aid of a Trained Server, except for Social Events designated as Tailgating.

D. Additional Event Considerations

1. **Affiliated Organizations**
Alcohol service for a UWG Event contracted by an individual or group other than a University Unit shall be responsible for the alcohol service operation and comply with all laws and policies.
2. **President designated Social Events**
Alcohol is permitted for private consumption at any event that the President designates as a UWG Event (without the submission of the Alcohol Use Request Form).
3. **Fundraising & Outside Events**
The University shall be indemnified through the Agreement and named as additional insured for Fundraising and outside events including alcohol service. *University Units should consider using an Affiliated Organization to sponsor Fundraising Events.*
4. **External Parties (Third-Party)**
External Parties that desire to host a Social Event on Campus must either contract for alcohol-pouring service or agree to be responsible and insure the event themselves. Organizers shall provide proof of insurance (host liquor liability) prior to the event date.
5. **UWG Registered Student Organizations**
Student Organizations should follow all applicable UWG policies, associated procedures, and the Registered Student Organization Handbook when registering a Social Event. Students are

to adhere to the [Student Handbook and Wolf Code](#) on Alcohol Misuse.

All provisions of [UWG PL #7006, Alcohol and Tobacco on Campus](#) and these procedures shall remain in effect.

E. Enforcement

Alcohol consumption is generally prohibited during the workday, including rest periods and meal periods, except at authorized University-sponsored events where alcohol is served.

Employees operating a UWG vehicle or conducting company-related work off-site are prohibited from being under the influence of alcohol or an illegal drug.

Persons violating applicable laws may be subject to arrest or citation. UWG employees and students may be referred to the appropriate UWG authority for disciplinary sanctions for policy or conduct violations. Visitors who violate the law or UWG policies may be required to leave the Campus.

F. Education, Counseling, and Treatment Resources

UWG is committed to supporting the rights of individuals who choose not to drink, and to helping individuals who choose to drink responsibly.

Educational programs for students are presented each year by departments throughout the Campus. Alcohol counseling and treatment resources for UWG students are available at www.westga.edu/UWGCares. Resources for faculty and staff are available by visiting the [Integrative Health and Wellness website](#).

Definitions

Affiliated organizations - as defined by the Board of Regents (BOR), [Business Procedures Manual \(BPR\), Section 17.1](#). Includes UWG Foundation, UWG Real Estate Foundation, and the UWG Athletic Foundation.

Campus - All real property owned or leased by the Board of Regents of the University System of Georgia includes buildings, grounds, and property, including sidewalks and streets within Campus boundaries.

Designated Responsible Employee - Full-time UWG employee assigned to be on-site as the primary point of accountability for alcohol use.

External Party (aka Third-Party) - programs and/or events that are planned, managed, or funded by an individual or organization in which the event is not affiliated with the University.

Fundraising Event - a planned event which has a primary purpose of soliciting or gathering voluntary contributions, whether or not the funds are generated through ticket sales.

Organizer - A University unit that organizes, sponsors, and/or supervises the University of West Georgia event. This definition may include third parties/groups that rent facilities pursuant to a contractual

arrangement.

Proper Identification - Shall have the same meaning as found in O.C.G.A. §3-3-23(d): "any document issued by a governmental agency containing a description of the person, such person's photograph, or both, and giving such person's date of birth and includes, without being limited to, a passport, military identification card, driver's license, or an identification card authorized under Code Sections 40-5-100 through 40-5-104.

Public Location - outdoor areas on campus that are typically continuously accessible to the community-at-large, including streets, sidewalks, parking lots, recreational areas and green spaces.

Social Event - A planned event which has the primary purpose of gathering people for communal purposes. Common types of social events include receptions, mixers, weddings, corporate events, fundraisers, sporting, and tailgating, each designed to bring people together for bonding and enjoyment.

Tailgate Event (aka Tailgating) - A Social Event occurring on-campus (usually in parking areas) before, during, and after events.

Trained Server - An individual, other than a state employee, engaged to serve alcohol who is TIPS-trained (Training Intervention Procedures for Servers) or has an equivalent certification that includes recognition and intervention of intoxicated persons.

University Unit - A University division, department, college/school, office, program, research center, or other operating academic/administrative area.

University of West Georgia Events (or UWG Events) - Any event or activity on campus organized, sponsored, or supervised by a UWG unit, or affiliate. **Exception:** Events or activities organized, sponsored, or supervised by a UWG student organization should refer to the Registered Student Organization Handbook.

Forms

[Facility Use Agreement](#)

Guidelines/Related material

- [UWG PL# 7002 Event Planning and Safety](#)
 - [Event Planning and Registration](#)
 - [Event Safety and Security Management](#)
- Tailgate webpage (in development)
- [Reserve West](#) webpage
- [Center for Student Involvement and Inclusion \(CSII\)](#)
- [Registered Student Organization Resources](#) including the Registered Student Organization Handbook

Attachments

[Alcohol Request Form fillable_202408.pdf.pdf](#)

Approval Signatures

Step Description

Approver

Date