



**Ramsey Conference Center  
at Lanier Technical College  
Hall Campus**

2535 Lanier Tech Drive ■ Gainesville, GA 30507  
770-533-7060 ■ Fax: 678-989-3113

[www.laniertech.edu](http://www.laniertech.edu)

## **USE OF ALCOHOLIC BEVERAGES ON CAMPUS GUIDELINES**

### **INTRODUCTION**

The service and consumption of alcoholic beverages is strictly regulated by law. All persons coming onto the campus of any facility owned or operated by the Technical College System of Georgia ("TCSG") or any of its technical colleges must comply with these laws. Noncompliance may subject TCSG, Lanier Technical College or their employees to legal liability. In order to ensure against violations of the law, the possession, service and consumption of alcoholic beverages on campus will be strictly regulated and subject to TCSG's policy and procedure described below.

### **TYPE OF EVENT**

The service of alcoholic beverages is limited to those events that serve a business, economic development, civic, social or educational purpose. (O.C.G.A. §3-8-6) Alcoholic beverages may not be served at any student-sponsored event.

### **EVENT SPONSOR REQUIRED**

Every event at which alcoholic beverages will be served must have a designated sponsor. The sponsor may be either an individual who is at least twenty-one years of age or an organization or association. The sponsor may not be the Department, Lanier Technical College or their employee(s).

### **EVENT SUPERVISOR REQUIRED**

The sponsor must designate an individual who is at least twenty-one years of age to assume responsibility on behalf of the sponsor for direct supervision of the serving and consumption of alcoholic beverages throughout the event. The "event supervisor" is responsible for ensuring compliance with the Use of Alcoholic Beverages on Campus Guidelines and all pertinent state and local laws governing possession and consumption of alcoholic beverages. The supervisor is also responsible for executing and submitting to the Technical College President a "Request for Approval to Serve Alcoholic Beverages and Agreement," on behalf of the sponsor, at least five (5) working days prior to the event. Approval will be granted only if the President is satisfied that the requirements of this policy and the law have been met. The Sponsor is ultimately responsible for any failure of its designated supervisor to ensure compliance with the Policy and Procedure for the Use of Alcoholic Beverages on Campus or with the state and local laws and agrees to indemnify Lanier Technical College and TCSG for any losses resulting from noncompliance.

### **PLACES WHERE ALCOHOL MAY BE SERVED**

Serving and consumption of alcoholic beverages on campus are permitted only in the following places:  
**Ramsey Conference Center**

### **SALE OF ALCOHOL PROHIBITED**

The sale of alcoholic beverages is prohibited at any event on campus. "Sale" means any transfer, trade, exchange or barter, in any manner or by any means, for consideration, including, but not limited to, required fees or the purchase of tickets for admission to an event at which alcoholic beverages will be served. Donations may not be required or solicited on campus in connection with the service of alcohol.

### **SERVICE OF ALCOHOL**

Consumption of alcoholic beverages is limited to persons twenty-one years of age or older. No one under the age of twenty-one will be served alcoholic beverages. A sign at the bar shall indicate that no alcoholic beverages will be served to anyone under 21 years of age.

Students and staff of the Technical College shall not be involved in serving alcoholic beverages.

TCSG, Lanier Technical College and the President reserve the right to require additional precautions such as the use of trained persons to dispense alcoholic beverages and greater limitations on time of service. Also, discretion will be given to such trained person dispensing alcoholic beverages to refuse service to anyone who appears intoxicated. Lanier Technical College requires that all service be provided by licensed pourers and each alcoholic event must provide copies of the licenses for each pourer.

### **ADVERTISEMENT**

There shall be no advertisement in the media or otherwise that alcoholic beverages may be served at a Technical College.

### **FOOD AND NON-ALCOHOLIC BEVERAGES MUST BE MADE AVAILABLE**

Alternate non-alcoholic beverages and food must also be provided at any event at which alcoholic beverages are served.

### **ALCOHOL MUST REMAIN IN DESIGNATED SPACE**

Alcoholic beverages may not be carried or consumed outside rooms or areas designated for an approved event. Secure storage must be arranged in the event that alcoholic beverages must be stored either preceding or following the event where alcohol is served.

### **INTOXICATED PERSONS MAY NOT BE SERVED**

Intoxicated persons will not be served or permitted to consume alcoholic beverages on the premises.

### **TIME OF SERVICE LIMITED**

The hours during which alcoholic beverages may be served shall be limited to four hours. Times that alcoholic beverages will be served will be limited by TCSG, Lanier Technical College, or the President as appropriate for the event.

### **SECURITY**

POST Certified Security Officers are required where alcohol is being served. A minimum of one Security Officers will be required at all events with alcohol and Lanier Technical College will review the nature of the event to determine the total number of security officers needed. (Guidelines used will be one officer per 200 guests) The Events Office will contract for this service and bill the customer accordingly. Security reserves the right to stop the service of alcohol.

### **USE OF STATE OR FEDERAL FUNDS PROHIBITED**

Neither State nor Federal funds may be used for the purchase of alcoholic beverages served on campus.

### **ROLE OF THE PRESIDENT**

All final decisions regarding the service of alcoholic beverages on campus shall rest with the President of the Technical College. These decisions shall be made on a case by case basis, as appropriate.

- 1) The President may, in the exercise of his or her discretion, always decline to allow the serving of alcoholic beverages at a Technical College.
- 2) The Technical College must comply with all local laws and ordinances, if applicable, concerning the service of alcoholic beverages. The President of the Technical College is required to research this matter before alcoholic beverages may be served. Furthermore, the President shall have copies of all such laws and ordinances on file and available for consultation.
- 3) The President will make sure that there is secure storage available for the storage of alcoholic beverages in the event that such storage is necessary preceding or following the event where alcohol is served.
- 4) A President may require additional security or safeguards whenever alcohol is served at a Technical College.
- 5) The President shall in writing identify those locations on a Technical College campus where alcoholic beverages may be served.

### **CITY OF GAINESVILLE, GEORGIA CODE OF ORDINANCES Section 6-4-103 (a) through (c)**

(a) Annual licenses to cater alcoholic beverages by the drink on premises at authorized catered events may be obtained only by those persons, firms or corporations currently licensed by the city for the sale of alcoholic beverages by the drink or for sales of alcohol in the unbroken package.

(b) Any licensee desiring to obtain a license to be an alcoholic beverage caterer in the city shall submit, in person, a written and signed application on forms provided by city. Only a licensed alcoholic beverage caterer may distribute or sell alcoholic beverages by the drink at an authorized catered event, after the application and issuance of a catered event permit.

(c) Before a licensed alcoholic beverage caterer may sell or dispense alcoholic beverages at any authorized catered function, such caterer shall apply for a catered event permit from the city manager or designee at least ten (10) working days prior to the event.

(1) The application for a catered event permit shall include the name of the alcoholic beverage caterer, the caterer's license number, and the date, address and time of the event.

(2) If the catered event permit is granted, it shall be good only for the specific event at the specified address and times set forth in the application, unless otherwise stated by city council by resolution.

(3) The permit shall be kept in the vehicle used to transport alcoholic beverages to the event at all times during which the permit is in effect.

### **ANNUAL REVIEW**

These policies will be reviewed annually.

**Any violation to the Alcohol Guidelines will result in forfeiture of the Security Deposit collected for the event.**



## REQUEST FOR APPROVAL TO SERVE ALCOHOLIC BEVERAGES AND AGREEMENT

Sponsor: \_\_\_\_\_

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

Phone (with area code): \_\_\_\_\_

Designated Supervisor: \_\_\_\_\_

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

Is the Supervisor an individual who is at least 21 years old?  Yes  No

Date of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_ Time of Event: \_\_\_\_\_

The hours during which alcoholic beverages may be served shall be limited to four hours. Times alcoholic beverages will be served during the event:

Beginning time: \_\_\_\_\_ End time: \_\_\_\_\_

Beginning time: \_\_\_\_\_ End time: \_\_\_\_\_

Location: Ramsey Conference Center Has permission to use the facility been granted?  Yes  No

Type of Event: \_\_\_\_\_

Will any person under age 21 be solicited or invited to attend?  Yes  No

If the answer is yes, Check the precautions that will be taken to ensure that persons under 21 years of age are not served alcoholic beverages.

Check IDs/signage required at bar the states "No alcoholic beverages will be served to anyone under 21"

Security Guards confirmed

Other Security Measures: \_\_\_\_\_

What alternate nonalcoholic beverages and food will be offered at the event? \_\_\_\_\_

What type of alcoholic beverages will be served?  Beer  Wine  Liquor

Have you obtained all the applicable state and local licenses for the service of alcohol? (these must be submitted 5 business days before the event.)

Yes  No

Read and initial that you understand and agree and understand:

\_\_\_\_\_ No sale of alcoholic beverages are allowed

\_\_\_\_\_ The service of alcohol will end 1 hour before the end of the event

\_\_\_\_\_ Storage and management of the alcohol will be handled by the licensed pourers and security

\_\_\_\_\_ Any advertisement or promotional materials which indicate that alcohol will be available for your event shall not contain any information which would suggest that the event is sponsored by Lanier Technical College



**BEER/WINE/FORTIFIED WINE/MIXED BEVERAGES**  
**TERMS AND CONDITIONS OF APPROVAL**

In consideration of approval to hold the event at the requested location and to serve alcoholic beverages, I agree on behalf of the Sponsor to the following terms and conditions:

1. That the serving of alcoholic beverages at this event will be conducted as described in this Request for Approval and in compliance with TCSG's Policy and Procedure for Consumption and Serving of Alcoholic Beverages on the Campus, a copy of which is attached and made a part of this Agreement, and will be conducted in the compliance with state and local law.
2. That Sponsor agrees to indemnify and hold harmless, the State of Georgia, TCSG and Lanier Technical College and their employees for any and all losses, including legal fees, resulting from the use of alcoholic beverages at the sponsored event.

Sponsors Liability Insurance Provider: \_\_\_\_\_

Sponsor (Printed Name): \_\_\_\_\_

Title/Capacity: \_\_\_\_\_

Sponsor (Signature): \_\_\_\_\_

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

The Ramsey Conference Center Director and supervising Vice President have reviewed and approved the hours and service of alcohol for this event.

\_\_\_\_\_  
Jeff Pruitt, Ramsey Conference Center Director

\_\_\_\_\_  
Tim McDonald, Executive Vice President

Approved

Not Approved

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
President  
Lanier Technical College

\_\_\_\_\_  
Date