



Effective Date	3/11/10
Revision Date	
Approved Date	3/11/10

LFCC Educational Foundation Inc.

Event Alcohol Policy

1.0 Purpose

To provide procedures for serving alcohol at Lord Fairfax Community College and Foundation-related events.

2.0 Revision History

This is a new policy.

3.0 Applicability

This applies to all Foundation Board members, LFCC employees, students and members of the community when their events relate to the Foundation.

4.0 Policy

Alcohol is permitted at Foundation and Foundation-related events when they are not held on College property. In order to serve alcohol responsibly, the procedures in section 7.0 must be followed.

5.0 Definitions

Alcohol: a liquor or brew containing alcohol as the active agent

6.0 Responsibilities

The event host(s) will sign and abide by the Alcohol Event Agreement form.

The event host(s) is legally responsible and obligated to refuse alcohol to anyone whom he or she feels has had too much to drink or otherwise appears intoxicated.

The event host(s) is responsible for the activities conducted during the event. The host shall contact his or her own legal counsel and insurance carrier prior to the event to determine the scope of their liability. If the event host obtains an event liability insurance policy, the Foundation shall be named as an additional insured on such policy.

7.0 Procedures

Alcohol may not be served to any person under the age of 21. A separate alcohol serving area may be required at events where persons under 21 will be present. The event host(s) may also be required to devise a system by which picture identification will be checked to verify legal age.

All students or employees of a Virginia community college shall not possess, sell, use, manufacture, give away or otherwise distribute illegal substances including drugs or, where prohibited, alcohol while on campus, attending a college sponsored off-campus event, or while serving as a representative of the college at off-campus meetings per the Virginia Community Colleges Policy Manual and the Lord Fairfax Community College Student Handbook.

Alcohol must be served and monitored and may not be left unattended to allow free access.

All service of alcohol must stop 30 minutes prior to the ending time of the event.

The event host(s) must provide some kind of food or snacks. An alternative non-alcoholic beverage must also be available.

If Virginia law requires an ABC Banquet license, it must be obtained by the event host(s) and be in the name(s) of the event host(s). The banquet license must be posted in plain view during the entire period in which liquor is being served and consumed.

8.0 Sanctions

College employees, Foundation Board volunteers and event hosts failing to comply with the terms of this policy may be subject to disciplinary action by the College or by local, state or federal law enforcement.

9.0 Interpretation

Authority for the interpretation of this policy rests with the executive director of the LFCC Educational Foundation Inc.

10.0 Authority/Reference

This policy was based on the Seattle University Campus Policy for Alcohol Use at Events and the University of Colorado at Boulder Alcohol Policies.



**Lord Fairfax Community College Educational Foundation Inc.
Event Alcohol Agreement**

- Alcohol may not be served to any person under the age of 21. A separate alcohol serving area may be required at events where persons under 21 will be present. The event host(s) may also be required to devise a system by which picture identification will be checked to verify legal age.
- Alcohol must be served and monitored and may not be left unattended to allow free access.
- All service of alcohol must stop 30 minutes prior to the ending time of the event.
- The event host(s) is legally responsible and obligated to refuse alcohol to anyone whom he or she feels has had too much to drink or otherwise appears intoxicated.
- The event host(s) must provide some kind of food or snacks. An alternative non-alcoholic beverage must also be available.
- If Virginia law requires an ABC Banquet license, it must be obtained by the event host(s) and be in the name of the event host(s). The banquet license must be posted in plain view during the entire period in which liquor is being served and consumed.
- The event host(s) is responsible for the activities conducted during the event. The host(s) shall contact his or her own legal counsel and insurance carrier prior to the event to determine the scope of their liability. If the event host obtains an event liability insurance policy, the Foundation shall be named as an additional insured on such policy.

I have read the Lord Fairfax Community College Educational Foundation Inc.'s Policy on Alcoholic Beverages and understand that I must accept responsibility and liability for complying with this policy. I understand that by signing this agreement, I may be held responsible and/or liable for the actions of all participants both during and after the event.

The undersigned promises to take due care during such activities and hereby release and discharge the Lord Fairfax Community College Educational Foundation Inc., members and affiliates of its governing board, officers, agents, employees and any other persons or entities who may be directly or indirectly liable, and the successors and assigns for any and all of the aforementioned persons and entities, against all claims, demands, causes of action whatsoever either in law or in equity, relating to injury, disability, death, or other harm, to person or property or both, arising from my participation and/or presence related to the activities.

Printed Name of Event Host

Signature of Event Host

Date

Printed Name of Event Host

Signature of Event Host

Date

Please complete and mail this form (the original) to:

Executive Director
Lord Fairfax Community College Educational Foundation Inc.
173 Skirmisher Lane
Middletown, VA 22645-1745

Thank you!

For LFCC Educational Foundation Use Only

Date Form Received _____

- Make copy of signed form and donor letter for file
- Send copy of signed form to LFCC special events coordinator