UNIVERSITY OF THE VIRGIN ISLANDS
DIVISION OF STUDENT AFFAIRS
PERMISSION TO SERVE ALCOHOLIC BEVERAGES

This form must be submitted to the Office of the Associate Campus Administrator at least two calendar weeks in advance.

Name of Sponsoring Organization: ________________________________

Program/Activity: ________________________________________________

Date: __/__/___

Time: _______ Location of Activity: __________________

Purpose of Activity: ______________________________________________

We understand and agree to abide by the guidelines to sell/serve alcoholic beverages. The only alcoholic beverages that may be served are beer and wine. In addition, we fully understand that if our organization is found in violation of any University policy, we will be penalized.

President’s Name:______________ Phone Number: _________

President’s Signature:__________________________ Today’s Date: __/__/09

Advisor’s Name:______________ Phone Number: ______________

Advisor’s Signature:__________________________ Today’s Date: __/__/09

Student Activities Clearance: Approved: yes no Date:___________

Associate Campus Administrator Clearance: Approved: yes no Date:___________

Associate Campus Administrator Signature:__________________________

Cc: Security Office Student Activities Supervisor Advisor Club/Organization Associate Administrator File
GUIDELINES FOR SELLING AND/OR SERVING ALCOHOLIC BEVERAGES AT STUDENT SPONSORED EVENTS.

1. Proper UVI student ID, passport or valid driver’s license is required for admission to all events where alcoholic beverages are sold.
2. Individuals over 18 years of age will be stamped or receive a bracelet on the hand/wrist before being allowed to enter.
3. Only those individuals with the appropriate stamp/bracelet will be served beer/wine.
4. Individuals sponsoring the event will implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons who are not stamped, wearing a bracelet, or under the age of 18.
5. UVI faculty/staff advisor must be present for the duration of the event when beer/wine is being served.
6. Student organizations/groups must complete the Activity Approval Form to hold a function (2) weeks in advance of the event(s).
7. At all events where beer/wine are served, nonalcoholic beverages must be available at the same place as beer/wine and featured as prominently as beer/wine.
8. Food or snacks must be available for the duration of the event.
9. Sponsoring club/organization/committee must stop serving beer/wine at least 45 minutes before the scheduled end of the function.
10. Organizations/clubs or persons found in violation will forfeit the right to serve alcoholic beverages at other functions for a one-year period (2 semesters).
11. Clubs/organizations/committees will only receive permission to sell beer/wine at one function per semester.
12. Beer and wine are the only alcoholic beverages that will be allowed to be sold or served at student sponsored activities.
13. No social event shall include any form of “drinking contest” in its activities or promotion of the event on campus.
14. Promotion materials including advertising for any student sponsored event shall not make reference to the sale or the availability of beer/wine. No alcoholic beverages will be given as prizes or gifts.
15. The sponsor of an event involving the serving of alcoholic beverages shall be required to arrange for a security guard(s) to assist in the policing of such an event.
16. The following forms must accompany the Permission to Serve Alcoholic Beverages Form: (a) Activity Approval Form; (b) Facilities Reservation; (c) Request for Security Services.
17. Any organization violating these rules will not be allowed to have another function serving alcohol for a period of time to be determined by the Associate Campus Administrator.