



## **FORSYTH CONFERENCE CENTER**

Lanier Technical College  
Forsyth Conference Center  
3410 Ronald Reagan Blvd  
Cumming, GA 30041  
Ph: 770-781-6974 Fax: 678-302-2417

[www.forsythconferencecenter.com](http://www.forsythconferencecenter.com)  
[forsythconferencecenter@laniertech.edu](mailto:forsythconferencecenter@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. 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:

**Forsyth 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. 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.

### **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.

### **ATTENDANCE LIMITED TO INVITED GUESTS**

Events at which alcoholic beverages are served will be closed to all persons not specifically invited.

### **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 three hours; special requests for additional time will be reviewed by the President. 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 two 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 100 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.

### **OTHER PERMISSION MAY BE REQUIRED**

The approval granted under this policy will be in addition to any other approval needed to use campus facilities. Persons wishing to use a facility should consult with the President or his designee for additional instructions, if any, prior to submitting a Request for Approval to Serve Alcoholic Beverages and Agreement to the President.

### **USE OF ALCOHOL**

- The use of alcoholic beverages on Technical College campuses shall be in strict compliance with all federal, state and local laws.
- Under state law alcoholic beverages may be served at a Technical College that has a business conference center capable of accommodating 200 people or more incident to its operation. (O.C.G.A. §3-8-6)
- The serving of alcoholic beverages shall be limited to those occasions which serve a business, economic development, civic, social or educational purpose.
- Alcoholic beverages may not be served at any student-sponsored function or event.
- The serving of alcoholic beverages shall always be sponsored by an outside entity and shall not be sponsored by the Technical College.
- An Agreement shall be signed by any third party wishing to serve alcoholic beverages on campus setting forth the requirements for the service of such alcoholic beverages and the President shall sign this Agreement indicating his or her approval of the service of alcohol at this particular function.
- Alcoholic beverages shall not be sold. There shall be no exchange of money involved with the serving of alcohol at a Technical College and no cash bar.
- Students and staff of the Technical College shall not be involved with the purchase or service of alcoholic beverages.
- If the event is open to anyone under the age of 21, then a sign at the bar shall indicate that no alcoholic beverages will be served to anyone under 21 years of age.
- The hours with which alcoholic beverages may be served shall be limited.
- Anytime alcoholic beverages are served, non-alcoholic beverages must also be served. Also, appetizers should be provided, unless all guests will be having a meal immediately following the service of alcoholic beverages.
- There shall be no advertisement that alcoholic beverages may be served at a Technical College.

### **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.

### **FORSYTH COUNTY, GEORGIA ALCOHOL ORDINANCE 68**

An Ordinance of Forsyth County, Georgia to authorize the issuance of special event permits at the Lanier Technical College Forsyth Conference Center.

Alcohol Ordinance 68, Section 4.11(c) – For profit businesses that possess a valid local government-issued alcohol license may make application with the county manager for a Forsyth Conference Center Special Event Permit to serve alcoholic beverages at the Lanier Technical College Forsyth Conference Center on a special event basis.

Alcohol shall not be served on premise under any circumstance unless:

- Caterer provides a Lanier Technical College Forsyth Conference Center Special Events Alcohol Permit (This is obtained at the Forsyth County offices , you must have a valid local government-issued alcohol pouring license to apply for this permit – for more information contact the Business License Coordinator in Forsyth County, 770-886-2830)
- Caterer must provide us with a copy of their current alcohol license
- Caterer must bring server with valid pouring license
- Alcohol must be purchased in accordance with state law from a state licensed alcohol distributor, a customer cannot provide their own alcohol
- Cash sales for alcohol are not permitted at the Forsyth Conference Center

### **USE OF PUBLIC FUNDS PROHIBITED**

A Technical College shall not purchase alcohol. No State-appropriated or Federal funds may be used to purchase alcohol for service at a Technical College.

### **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 three hours; special requests for additional time will be reviewed by the President. Times alcoholic beverages will be served during the event:

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

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

Location: \_\_\_\_\_

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, describe the precautions that will be taken to ensure that persons under 21 years of age are not served alcoholic beverages. Precautions must include a sign indicating that no alcoholic beverages will be served to anyone less than 21 years of age and that ID will be required \_\_\_\_\_

What is the source of funds for the purchase of alcoholic beverages? This may not be state funds or proceeds from admission fees or tickets or other charges to attendees. \_\_\_\_\_

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

What type of alcoholic beverages will be served? \_\_\_\_\_

**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.
3. The Forsyth Conference Center Director has reviewed and approved the hours and service of alcohol for this event.

\_\_\_\_\_ Approved

Supervisor (Printed Name): \_\_\_\_\_

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

Supervisor (Signature): \_\_\_\_\_

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



- Approved
- Not Approved

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

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

\_\_\_\_\_  
Date