MEMORANDUM

TO: Cabinet, Deans, Vice Presidents and Vice Provosts
FROM: Ángel Cabrera, President
Cc: K. Fox, S. McLaughlin, C. Abdallah
DATE: May 4, 2021
SUBJECT: Delegation of Authority to Approve On-Campus Events Where Alcohol will be Served

Georgia Institute of Technology’s Campus Alcohol Policy authorizes the President to appoint designees to approve or deny requests to serve alcohol on campus. As a recipient of this memorandum, you have been designated to approve or deny such requests. Georgia Tech is committed to maintaining a safe and inviting campus environment for its community members and visitors, and as a designee of the President, you are entrusted with this responsibility.

Requests to serve alcohol must be submitted using the Alcohol Prior Certification Request Form. When deciding whether to approve or deny requests, please consider the following:

- Please review Georgia Tech’s Campus Alcohol and the Employee Alcohol and Illegal Drug Use Policy.
- On-campus events with alcohol where students are invited must be approved in advance by the Vice President for Student Affairs or their designee before submission to you.
- What arrangements have been made for appropriate security? An event with 100 participants or greater may require Georgia Tech Police presence.
- What method(s) will be used to ensure only those of legal age and those not visibly intoxicated will be served?
- Organizers must ensure that no noticeably intoxicated person is given or allowed to consume any additional alcoholic beverage from the Georgia Tech event.
- Organizers must ensure that non-alcoholic beverages and food are provided in reasonable quantity, in the same general area, and for the same period, as the alcoholic beverages are accessible at the Georgia Tech event.
- How will access by uninvited persons be controlled?
- Alcohol service must be provided by a licensed bartender or a server with eTIPS certification. A copy of eTIPS certification for the server must be uploaded with the request form. Under the Campus Alcohol policy, a designated responsible employee must be identified.
- Compliance with all applicable laws and policies is required for all events, whether on or off campus.
- Regardless of past approval for annual events, all requests must be reviewed individually, and approval should be issued on an event-by-event basis.