

SEAS
Policy and Procedure #66

MEMORANDUM

TO: SEAS Chairs
SEAS Deans

FROM: Richard W. Miksad, Dean
Thomas M. Linville Professor

DATE: September 20, 2000

RE: Approval for Serving Alcohol at University Events

In accordance with the UVA policy for serving alcohol at University Events (<http://www.virginia.edu/-pollproc/pol/xic1.html>), the following procedure will be observed in the Engineering School.

Please read the University policy over very carefully. Serving of alcohol is absolutely prohibited except when authorized by the University for approved University functions. Organizers of events involving alcohol on the University Grounds, when such events are intended to include both students and University employees, must seek approval first from my office, and then from the Vice President for Student Affairs, William Harmon.

It is the policy of the School of Engineering that all requests for serving alcohol must be submitted using the required University form entitled "Approval Request for Alcoholic Beverages at a University Function." These forms are available on the University Web Forms Directory. All requests must be initiated and signed by the appropriate departmental chair. The approval form should then be forwarded to me for approval and then on to the Vice President for Student Affairs. Under no circumstance, should this process be diverted.

Thanks you for help in this very important matter.