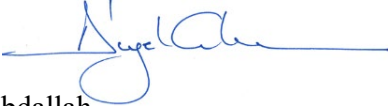




MEMORANDUM

**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.