

FAIRFAX COUNTY, VIRGINIA

PROCEDURAL MEMORANDUM No. 08-04

TO: Administrative Staff

Revision Date: September 1, 2012

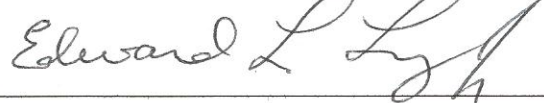
Implemented: April 2, 1991

Reference: P.M. 08-04 (revised)

Initiated by:

Department of Cable and Consumer Services

Approved by the County Executive:



SUBJECT: **ALCOHOLIC BEVERAGE USE POLICY**

POLICY

The use of alcoholic beverages in county facilities is strictly prohibited except when and where specifically authorized by the County Executive.

PURPOSE

This procedural memorandum formalizes Fairfax County's policy on the consumption and/or sale of alcoholic beverages in county-owned or leased facilities.

SCOPE

This policy applies to all county-owned and leased facilities, improved or unimproved real estate, with the exception of facilities under the control of the following entities:

- Economic Development Authority
- Fairfax County Park Authority
- McLean Community Center
- Redevelopment and Housing Authority
- Reston Community Center
- Residential facilities under the control of the Fairfax/Falls Church Community Services Board

All entities exempted from this policy will include, in the leasing/use instruments for facilities under their control, a standard clause that indemnifies and holds harmless Fairfax County from all losses, to include injuries or property damages resulting from use of alcoholic beverages.

FAIRFAX COUNTY EMPLOYEES

Pursuant to the standards of conduct of county employees, as described in Chapter 16 of the county's personnel regulations, the consumption of alcoholic beverages by county employees in county facilities while on official duty is prohibited, regardless of an employee's position, title, or department.

Consumption of alcoholic beverages by county employees in county facilities while off duty is prohibited unless in conjunction with an activity or event authorized under this Procedural Memorandum.

PERMITTED USE CRITERIA

The County Executive will approve or deny applications for the permitted consumption and/or sale of alcoholic beverages in county facilities based upon the following criteria:

- The requested permission to consume or sell alcoholic beverages is associated with an occasion at which alcohol is commonly consumed or sold – for example, alcoholic beverages are commonly served at weddings, festivals, receptions, and other celebrations.
- The consumption, appearance, and/or display of alcoholic beverages will not be in contradiction to other policies (for example – personnel regulations) of the county.
- The consumption or sale of alcoholic beverages will not interfere with the delivery of essential county services.

AUTHORIZATION PROCEDURES

Any department, organization, or group (hereafter referred to as the applicant) wishing to use or sell alcoholic beverages in county facilities must submit a Fairfax County Alcohol Use Request Application (see Attachment) to the Director of the Fairfax County Department of Cable and Consumer Services (DCCS). This application must include a copy of the applicant's State Special Event/Banquet License application that will be sent to the Virginia Department of Alcoholic Beverage Control (VABC). The applicant's name on the County's Alcohol Use Request Application must be the same as the applicant's name on the VABC Special Event/Banquet License Request.

Information on processing VABC applications can be found at www.abc.state.va.us/licensing.html under Special Event (One-Day) Licenses or by calling the local VABC office in Alexandria at 703-313-4432. Their office is located at 6308 Govedale Drive, Alexandria, VA 22310.

The VABC will not process any State Special Event/Banquet License Applications for alcohol to be served in a county facility until permission for use of a specific county facility has been obtained by the applicant. The County Alcohol Use Request Application must be received by DCCS at least four (4) weeks prior to the date of the event.

Upon receipt of the completed application (with a copy of the VABC Special Event/Banquet License Request attached, the Director of DCCS or designee will review the circumstances associated with the requested use or sale of alcohol and forward the application with an approval or denial recommendation to the County Executive.

The County Executive will approve or deny the Alcohol Use Request Application in accordance with the standards set out in Permitted Use Criteria above and inform DCCS of the decision. DCCS will inform the applicant of the County Executive's decision.

ALL COUNTY APPROVALS FOR ALCOHOL USE ARE CONTINGENT UPON RECEIPT – PRIOR TO THE EVENT – OF A COPY OF THE BANQUET LICENSE ISSUED BY THE VABC TO THE APPLICANT.

The applicant is responsible for filing all applications and for allowing sufficient processing and approval time by both the County and the State.

ADDITIONAL USE CONDITIONS

Any department, organization, or group requesting to use or sell alcohol must also:

- abide by all policies and procedures regarding the proper use of county facilities and property;
- agree to indemnify and hold harmless Fairfax County with respect to all claims or losses, to include injuries or property damages as a result of the negligence of the applicant; and
- assume all responsibility for the actions of visitors attending the occasion at which alcohol is used or sold.

FUNDS USED TO PURCHASE ALCOHOLIC BEVERAGES

Public funds belonging to the County shall not be used to purchase alcoholic beverages without the written approval of the County Executive.

FAIRFAX COUNTY
ALCOHOL USE REQUEST APPLICATION

Applicant's Name: _____ Daytime Phone #: _____

Organization Sponsoring Event: _____

Address of Applicant: _____

Name of Building/Location where Event will be held: _____

Address of Event (including Room Number): _____

Date of Event: _____ Beginning Time: _____ Ending Time: _____

Will Alcoholic Beverages be Consumed? _____ Will Alcoholic Beverages be Sold? _____

Estimated Number of Attendees? _____

Describe the funding source for the alcoholic beverages to be used at this event:

Describe the event at which alcoholic beverages will be used. Include a statement as to why the use of alcohol should be permitted:

ALL COUNTY APPROVALS FOR ALCOHOL USE ARE CONTINGENT UPON RECEIPT -- PRIOR TO THE EVENT -- OF A COPY OF THE BANQUET LICENSE ISSUED BY THE VIRGINIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL (VABC) TO THE APPLICANT.

I have received a copy of, read, and agree to comply with the requirement set forth in Procedural Memorandum # 08-04, Alcoholic Beverage Use Policy, as amended. I accept liability and hereby agree to indemnify and hold harmless the County of Fairfax, Virginia, its officers, agents, and all employees and volunteers, from any and all claims for bodily injury, personal injury and/or property damage in connection with event sponsored by myself or the organization that I am representing. I understand that I am responsible for the actions of any and all attendees at this event. I understand that I may have to reapply if any changes are made to this application.

Applicant's Signature: _____ Approved/Disapproved: _____

Date: _____

Date: _____

Send Application to: Department of Cable and Consumer Services
12000 Government Center Pkwy, Suite 433
Fairfax, Virginia 22035-0011
FAX: 703-324-2420