

	Procedure Title: <u>Use of Alcohol in Park Authority Sponsored or Hosted Activities</u>	References: CAPRA Standard: Park Board Policy: County: State/Federal: Other:	
	To:	Approved by:	Responsible Office: New: Yes or No Last Amended: Last Reviewed:
Initiated by:	Title: Date:	Effective Date:	# of pages:

A. Purpose: To provide staff guidelines to protect the safety of park visitors at events and activities that involve alcoholic beverages on park lands and at park facilities.

- **Description:** The Fairfax County Park Authority (Park Authority) may sell and serve alcohol in accordance with State and local laws and implemented in accordance with the Virginia Alcoholic Beverages Control (VABC) Act. Alcoholic beverages are prohibited in all parks and recreation areas unless the consumption or possession of alcoholic beverages on Park Authority property are part of a Park Authority program or an approved use pursuant to a permit issued by the Park Authority and implemented in accordance with the Virginia Alcoholic Beverages Control (VABC) Act.
- **Definitions:**
 - Alcoholic Beverages: beer, wine, mixed drinks and spirits. See VA 4.1 Alcohol Beverage Control Act, Chapter 1 Definitions and General Provisions for specifics.
 - Park Authority program (i.e. non-rental programs): any program offerings provided or sponsored by or held at Park Authority facilities for the public or internally for employees (i.e. tastings, workshops, interpretive programs, festivals, tournaments, special events, staff gatherings and recognition, etc.)

B. Process:

General Guidelines

- All participants served or consuming alcohol in the program or activity must be at least 21 years of age.
- All use of alcoholic beverages on park property must be approved in advance by the Division Director and will be advertised as such with a description of requirements for public registration/involvement.
- Alcoholic beverages will only be offered in designated areas as listed on the Parks and Facilities Listing or approved in advance by the Director.
 - For facilities within parks not specifically listed in the Parks and Facilities Listing, site managers may assess and forward for approval requests for events with alcohol, considering such things as mission alignment, park location, capacity, buffer areas, presence of pre-existing potential inherent

dangers, proximity to other programs, culturally or naturally sensitive areas, vehicular related items such as parking egress access, availability of public transportation and site layout related to flow of traffic, as well as the availability of restrooms, utilities and staffing.

- Staff will provide a written program proposal for review by branch manager, division director, and ultimately approval by the Director.
- The Park Authority is responsible for obtaining all related licenses when it is a Park Authority sponsored program or special event. Park Authority staff applying for VABC license must be at least 21 years of age.
- Alcoholic Beverages will not be offered at or approved for Park Authority programs or events when there is a reasonable expectation that the use, consumption, or possession of such beverages may cause disruptive or unsafe conduct.
- The Park Authority must obtain a copy of a Certificate of Insurance for Liquor Liability Insurance from any contracted vendor serving or providing alcohol for an event or program. Insurance must indemnify and hold harmless the Fairfax County Board of Supervisors and Fairfax County Park Authority Board staff, and volunteers from any and all claims incurred against the permit holder because of permit holder's use of Park Authority property.

Program justification and approval

- All Park Authority programs or events offering alcohol must be approved in advance. Staff will provide a written program proposal for review and approval by branch manager and division director. If the request is for a location not on the Parks and Facilities Listing, proposal will be routed to the Director for final approval.
- Park Authority staff applying for an VABC license for a Park Authority program offering alcohol must be on site and/or attend the event.
- This justification and approval process includes staff functions serving alcohol on Park Authority property.

Purchasing and storage of alcohol for Park Authority sponsored programs and events

- Alcohol and VABC License Applications for Park Authority programs and special events may be purchased through the Revenue and Operating Fund only with the approved P-card or with the assistance from the Park Foundation and/or program sponsor.
 - If alcohol for an event is provided by a sponsor or friends group, they are responsible for purchasing, obtaining proper licenses, and removing alcohol from premises at the end of each day.
- Leftover opened alcoholic beverages should be poured out if they are not part of a future planned program or event. Leftover unopened alcoholic beverages should be poured out or returned to the distributor if they are not part of a future planned program or event.
- If determined appropriate by the site manager, and with a planned use for a future program or event, leftover opened or unopened alcoholic beverages purchased with FCPA funds for programs and events can be stored on the property in a secured space, not accessible to the public and separate from the licensed event area. Site managers may determine whether it is appropriate to store the leftovers on site and may determine the location of secured space at each site.

- It is not the Park Authority's intention to store unused alcohol.
- Stored alcohol must be documented by staff and site management upon storage and removal from storage for future use.

Hours of Programs and Events

- Approval of the hours of programs and events will depend on the type of facility, the location, and type of use.
- Hours of the program or event will be set, approved and advertised in advance.
- Events with alcohol taking place after established hours of use will need to be approved in advance during the program proposal approval process.
- Sites may provide additional detail in site-specific SOP's. (ex. site hours for specific areas of the park, etc)

Designated areas of alcoholic consumption, sales and/or possession

- Alcoholic beverages purchased or offered at a permitted event at park facilities may be served and consumed only in designated areas as outlined on the Parks and Facilities Listing which indicates specific buildings, grounds and/or facilities. The attached Parks and Facilities Listing designates areas and approval levels based on Tiers, which generally relate to the size of or type of event the venue can support.
- The application for the VABC license must indicate the specific FCPA building, grounds or facility where the alcoholic beverages will be served and consumed.
- Designated areas for alcoholic beverage consumption must be identified with signage and have access restrictions in compliance with Alcohol Beverage Control guidance to include age restrictions, designated consumption or serving area and signage for appropriate conduct guidance.
- See specific designated area maps for all Park Authority approved locations.

VABC License Requirements

- The site manager must identify and approve the event or program staff responsible for obtaining the appropriate VABC license. Licensee must remain present for the duration of the event or program.
- VABC Tasting Licenses are only issued for 4 occasions per location.
- VABC offers Banquet licenses for a variety of situations in which alcoholic beverages may be served on a temporary basis, generally for nonprofit purposes.
 - VABC requests that applications be submitted at least 2-3 weeks advance of the event date. Banquet license applications may be completed online on the VABC site if submitted at least 12 days prior to the event date.
 - For more general information go here:
<https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses/banquet-guidelines>
 - For more information on types of VABC Licenses go here:
<https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses/banquet-types>

Exemptions:

If ALL of the following criteria are met for the event, then no VABC license is needed:

- The event is private (i.e., not open to the public and not in a public place) such as a program requiring pre-registration.
- Money is not exchanged for alcohol or otherwise.
- The event is not held in a club or non-licensed restaurant premises.

- Alcohol purchased for the event is NOT from a wholesaler/distributor.

Who may Provide/Serve/Consume Alcohol

- No person under the age of 18 years shall sell, serve or dispense any alcoholic beverage. No person under the age of 21 years shall prepare or mix alcoholic beverages in the capacity of a bartender.
- The Park Authority permit and VABC license holder (applicant) is responsible for monitoring the event for overconsumption of alcoholic beverages and restricting service to those who are or appear intoxicated.
- No server of alcoholic beverages is permitted to consume any alcoholic beverages while on duty.
- Park Authority staff are prohibited from consuming alcoholic beverages while on duty.

Management and Control Requirements

- Staff are required to provide access control points and age verification during the event. Control points, wristbands, etc. are ways to identify age verification.
 - Acceptable control points will restrict access to the event area until age verification has been completed.
 - Acceptable options to identify age verification may include: checking valid identification which includes the person's date of birth, color coded wristbands, hand stamps, etc.
- When appropriate, beverages should not be provided to consumers in glass containers in the hope of reducing the incidence of broken glass. Beverages bottled in glass should be provided to consumers in a secondary container, preferably made of a recyclable material.
- Site may provide additional detail in site-specific SOP's regarding restrictions on the type of beverages allowed. (ex. any beverage with red wine or red dye may be restricted at certain historic sites.)
 - Event organizers should encourage recycling of all waste from the event, including beverage containers. Any collected recycling should be placed within the appropriate dumpster on site if available, or transported off-site to recycling facilities.
 - Staff's role is to monitor activity by regular visual checks to insure participants comply with signage and access restriction, ensure park visitor safety, and ensure park rules and regulations and county and state laws are abided by. Police serve as Park Authority enforcement, and should be contacted as needed in the event staff are not able to monitor or control the event.
 - The Park Authority staffing and management standard requirement for programs and events is one Park Authority employee above the age of 21 per every 150 people.
 - Depending upon the program or event, the organizer, in coordination with the section's branch manager and division director, will assess events over 150 to determine if police or county security is required.
- All Park Authority employees working an event where alcohol is offered must have completed one of the two trainings listed below:
 - Managers' Alcohol Responsibility Training (MART):
<https://www.abc.virginia.gov/licenses/training>
 - Responsible Sellers & Servers Virginia's Program (RSVP):
<https://www.abc.virginia.gov/licenses/training>



Managers' Alcohol Responsibility Training (MART) is a free, six-hour course instructed by a team of Virginia ABC special agents. MART courses are offered in February, June and October.

MART is recommended for:

- Virginia's on-premise and off-premise licensees
- managers
- owners

At the completion of MART, participants will be able to:

- understand laws, rules and regulations that govern alcohol sales and consumption in Virginia
- understand requirements of operating an ABC licensed business
- prevent intoxicated and underage customers
- document alcohol-related incidents
- understand procedures for employing minors
- use advertising properly
- check IDs correctly
- manage confrontational situations with customers
- understand sample alcohol policies
- utilize compliance assistance from Virginia ABC special agents



Responsible Sellers & Servers: Virginia's Program (RSVP) is a free, three-hour course instructed by a team of Virginia ABC special agents.

RSVP is recommended for:

- Virginia's on-premise and off-premise licensees
- clerks
- cashiers
- wait staff
- bartenders
- "front line" employees

At the completion of RSVP, participants will be able to:

- understand laws, rules and regulations that govern alcohol sales and consumption in Virginia
- prevent intoxicated customers
- refuse sales to underage and intoxicated customers
- examine IDs
- document alcohol-related incidents

C. Reporting: All program proposals and related approval documentation should be kept on file at the site of initiation for future reference as required for developing additional

operating procedures or policies and for use in developing management indicators. In the event of an incident, all related records will be compiled and immediately sent up the chain of command.

D. Supporting Documentation:

- Alcohol Policy 306
- SOP: Public Alcoholic Beverage Use on Park Authority Property

E. Resources include:

1. Virginia Department of Alcohol Beverage Control: Get a License
<https://www.abc.virginia.gov/licenses/get-a-license>
2. VABC Board in Alexandria, Virginia
 - a. Phone: (703) 683-2300
3. <https://www.abc.virginia.gov/licenses/get-a-license>
4. [Parks and Facilities Listing for Alcohol Related Events](#)
5. Map(s) for Designated Areas Approved for Alcohol Consumption
6. SOP for Business Activity License
7. [Event/Host Liquor Liability FAQ](#)
8. Large Special Event Rules and Guidelines
9. [Alcohol Beverage Use Insurance Decision Tree](#)
10. Fairfax County Park Authority Alcoholic Beverage Use Application (ABUA)