

**FACILITY USE REQUEST FORM
FOR SERVING ALCOHOL
ON DEPARTMENT OF ENERGY OR LEASED PROPERTY**

This approval grants the serving and consumption of alcoholic beverages in accordance with the laws of the Commonwealth of Virginia.

ALCOHOL POLICY

JSA/Jefferson Lab allows the service of alcoholic beverages on the Jefferson Lab site with the following designated approvals:

1. Department of Energy-owned property (CEBAF Center only, including the grounds immediately around CEBAF Center when the group cannot be fully accommodated inside the CEBAF Center): approval by the Lab Director or Acting Director
2. SURA-owned property (Residence Facility and adjacent field): approval by a Lab Official (Director or Acting Director, Deputy Director, COO, AD, or Deputy AD)
3. Leased property (ARC Building): approval by the Lab Director or Acting Director in accordance with the terms of the lease.

Once the approval is granted, the serving and consumption of alcoholic beverages shall be in accordance with the laws of the Commonwealth of Virginia, specifically the Department of Alcoholic Beverage Control (ABC). The following conditions must apply:

- Alcoholic beverages must be incidental to the purpose of the event and only one phase of the total refreshments (food must be served).
- Alcoholic beverages may be served in the above approved locations only and must be confined to the location of the event (alcoholic beverages may not be taken into hallways or offices).
- Alcoholic beverages may not be served to, or consumed by any person under the legal drinking age for the State of Virginia (21 years of age), or any person who appears to be intoxicated.
- Food and non-alcoholic beverages must be available at any event where alcoholic beverages are served.
- Alcoholic beverages must be served by appropriate catering staff or other appropriate authorized persons.
- No outside organization will be authorized to use Jefferson Lab's alcohol policy.
- The Director, an Associate Director, or their staff designee will be responsible for ensuring that the ABC laws are adhered to and must be present at all times during the event.

Today's Date: _____

Facility to be Used: **Atrium** **Lobby** **F113**
Other (Explain): _____

Requested By: _____ **Ext:** _____

Name of Event: _____

Type of Function: **Reception** **Dinner**
Other (Explain): _____

Date of Function: _____ **Time of Function:** _____ p.m. to _____ p.m.

Expected Number of Attendees: _____

Associate Director in charge: _____

Signature: _____ **Date:** _____

Designated Person present during Event: _____

Signature: _____ **Date:** _____

Director of Laboratory Approval: _____ **Date:** _____

Complete and return this form to Staff Services, MS 12G, at least five working days before the event. Request for serving alcohol will be confirmed upon receipt of this form.