

Purpose

Sets forth Administrative Policy/Procedures regarding the restrictions and sanctions on responsible use of limited alcoholic beverages on campus for an approved event/function, as exceptions to the Board of Trustees Policy on Drug and Alcohol Usage on Campus

Operational Policies

Only the President may promulgate and approve exceptions to the Board of Trustees Drug and Alcohol Usage on Campus Policy under "General Policy Exception – Limited and Responsible Alcoholic Beverage Use" and consistent with the conditions, sanctions and stipulations provided.

Only the President may identify specific portions of buildings or campus premises in restricted locations and only at designated times, that are appropriate for holding an event/function at which limited and responsible alcoholic beverage use may be permitted.

Alcoholic Beverage Review Board

The President shall set forth an Alcoholic Beverage Review Board (ABRB) in order to:

1. Assure a broadly based awareness and consideration of programs/services that would or might be impacted by holding an event/function that serves alcoholic beverages;
2. Assure control of such use as per the conditions and sanctions set forth;
3. Consider and approve any and all such requests involving the service of alcoholic beverages by parties eligible to honor this policy exception; and
4. Monitor approved requests for accountability and adherence to policy.

The President shall assure that only those events/functions which strictly adhere to the conditions and sanctions specified in the Board of Trustees Policy on Drug and Alcohol Usage on Campus may be considered for allowance of responsible use of limited alcoholic beverage service.

Provisions**Event/Function Compliance**

The following sanctions, for which there shall be no exceptions and as monitored by the ABRB, shall apply to the College Foundation and any external organization, private party or entity approved by the President to hold an event/function wherein alcoholic beverages will be served:

1. Service and use of alcoholic beverages must stipulate and enforce that individuals under twenty-one (21) years of age will not be served or given any alcoholic beverage or will not possess alcoholic beverages at the event/function or anywhere on the campus.
2. A specific physical location must be designated and approved by the ABRB at which the alcoholic beverages will be made available and served; such alcoholic beverages shall not be allowed to be carried by a server to one or more other guests during the event/function.
3. An Alcohol and Beverage Control Commission permit shall be required and visibly displayed by the vendor in order to serve alcoholic beverages at an event/function.
4. The alcoholic beverage(s) must be provided by and through the host of the event/function, via an approved vendor or other arrangement as sanctioned by the ABRB; event/function guests and all other participants are strictly prohibited from bringing or providing an alternative source of alcoholic beverage.
5. College officials reserve the right to deny admission, alcoholic beverage use or continued attendance at any such event/function to anyone who, in the sole judgment of the College official(s), is not respectful of this Administrative Policy/Procedures or of the requirement for limited and responsible alcoholic beverage use.

6. College officials reserve the right to check and/or verify proof of age prior to and during any such recognized and approved event/function at which alcoholic beverages will be served.
7. Only beer and wine, and variations of such products such as sparkling wine and champagne, may be served as alcoholic beverages.
8. The particular alcoholic beverage(s) to be used, the method of service and the amount of beverage to be made available and served, given the anticipated numbers of guests and participants are all to be specified for approval of the ABRB.
9. The particular organization or entity that seeks approval for limited alcoholic beverage use at its event/function shall be expected to agree to hold the College and its employees harmless of all claims that arise out of the applicant's use of the facility and any alcoholic and/or food service.
10. Advertising or any overt communication that promotes or highlights the availability of alcoholic beverages at the event/function is prohibited; guests may be advised that such beverages will be available.
11. Food or food items must be made available and served at any event/function where limited alcoholic beverages are available and served, along with multiple forms of non-alcoholic beverages.
12. Service and use of alcoholic beverages must be restricted to only a portion of the particular event/function – e.g., one hour of a two or three-hour event/function – and as approved by the ABRB.
13. The host organization, private party or entity must be responsible for setting a beginning and ending time for any event/function for which alcoholic beverages are served or made available.
14. Alcoholic beverages are to be served without profit or consideration received from such use at, or in connection with, the event/function; any overall fee charged to event/function guests or participants, as approved in advance by the ABRB, are to be inclusive only of cost-recovery of expenses for alcoholic beverage service.
15. Service and use of alcoholic beverages at any event/function must incorporate and implement practices at the event/function that control consumption and assure limited and responsible use.
16. Service of alcoholic beverages at an event/function must be discontinued for a reasonable period of time prior to the anticipated end of the event/function, e.g. one hour before adjournment.
17. The inclusion of alcoholic beverages at an event/function shall not be used as a source or mechanism for generating revenues for that organization, private party or entity, and there shall be no sale of such alcoholic beverages at the event/function.
18. Games, entertainment or other contests or activities which acknowledge or reward the capacity to consume alcoholic beverages are prohibited.
19. The organization, private party or entity requesting permission to serve limited alcoholic beverages for an event/function shall accept full responsibility and liability for any and all damage, breakage, violations of regulations and for providing of cleaning and maintenance after the event/function as per conditions set forth by the ABRB.
20. The organization, private party or entity granted permission to serve limited alcoholic beverages for an event/function shall be responsible for the removal from the event/function and the campus of all remaining containers of any and all alcoholic beverages used and served, whether partially or fully filled. All empty beverage containers are to be properly stored for trash disposal.
21. The organization, private party or entity granted permission to serve limited alcoholic beverages for an event/function shall agree to display one or more notices prominently at such event, that rides are available for guests who need such assistance, and to make such rides available to guests.

Event/Function Responsibility**College Foundation Event**

For any event/function of the College Foundation for which permission is sought and granted by the President through the ABRB, the Executive Director of the Foundation shall be responsible to assure adherence to these sanctions.

External Organization/Entity Event

For any event/function involving rental of identified College space held by an external organization, private party or entity for which permission is sought and granted by the President through the ABRB, the Vice President of Administrative Services shall be responsible to assure adherence to these sanctions.

Accountability Reports

The Vice President of Administrative Services shall prepare and submit periodic accountability reports to the President and the ABRB pertaining to adherence to the Board of Trustees Policy on Drug and Alcohol Usage on Campus to this Administrative Policy/Procedures.

The Vice President shall also compile such periodic reports into a summary to be presented by the President to the Board of Trustees at least annually or as otherwise requested by the Board of Trustees.