

## Community Relations

### Administrative Rules and Procedures

#### 1113 Use of Alcoholic Beverages

##### Conditions

1. A request to serve alcoholic beverages, specifically wine/beer, on district property must be submitted on an approved form and signed by the Chancellor/President. Request forms will be available through the District Office and the Office of the President for a college-sponsored event.

The request form must be complete and specify either: (1) that the wine/beer is acquired, possessed, or used in connection with the course of instruction at the college and that a designated coordinator will be named to acquire, possess, or use such beverages; or (2) that the wine/beer is acquired, possessed, or used during events at a college-owned or college-operated facility.

2. Every event where wine/beer is served must have a designated coordinator who is a district/college staff member. It is the responsibility of the designated coordinator for each event to see that all individuals acquiring, possessing, using or serving wine/beer at college-sponsored events are 21 years or older. Identification that confirms age may be requested. The name and signature of the designated coordinator will appear on the form requesting to serve wine/beer.
3. Wine/beer may not be stored on campus prior to 48 hours before the college event and must be in a locked area. Individuals under the age of 21 shall not have access to these storage areas without the supervision of college staff members age 21 or over. The wine may not be stored in open containers on district property. Appropriate storage arrangements must be described on the alcoholic beverage service request form.
4. At events where wine/beer is served, the following must take place:
  - a. Written notice must be placed in a clear and open location in view of guests indicating:
    - 1) no wine/beer will be served to individuals under the age of 21 and identification verifying age will be required upon request;
    - 2) the district reserves the right to refuse service;
    - 3) the consumption of alcoholic beverages may be harmful to one's health;

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- b. An individual over the age of 21 and separate from those individuals serving alcoholic beverages, will be assigned to check identification during the event.
5. The designated coordinator is responsible for the removal of surplus wine/beer immediately following the event.
6. The consumption of any alcoholic beverages by a minor at a district/college event is prohibited and will result in appropriate disciplinary action up to and including arrest of those parties involved.
7. A "one day license" for sales/auction will be required. A "one day license" must be obtained from the Alcoholic Beverage Control Board, and a confirmed copy of such license must be filed with the Chancellor/President before service of wine/beer at such an event.
8. The district will review the policy on the Use of Alcoholic Beverages and the accompanying Rules and Procedures for accuracy and effectiveness on a periodic basis.