

**3354:1-20-05.1 Service and sale of alcohol procedure.**

- (A) The service and sale of alcohol at College locations and College functions is permissible, subject to the requirements of this procedure and the Alcohol, Drugs, and Tobacco Policy.
- (B) At College locations, all sales and service of alcohol must be directly carried out by a College-approved vendor. (The Finance and Business Services Department shall approve and maintain a list of such vendors.) No student, faculty, or staff may in any way handle such service.
- (C) The service and sale of alcohol at any College location must be approved in advance by the College. Individuals and organizations may seek such approval by:
  - (1) Completing a standard “Request to Serve or Sell Alcohol” form. The Office of Risk Management shall maintain this one-page form;
  - (2) Obtaining an approval signature from the Chief of Public Safety;
  - (3) Obtaining an approval signature on the request form from the College President, any Executive Vice President, or the Campus or Corporate College President responsible for the College location at which the alcohol will be served or sold; and
  - (4) Forwarding copies of the completed and fully-signed Request to Serve or Sell Alcohol form to the Office of Risk Management and to Public Safety, not less than thirty days prior to the proposed sale or service of alcohol.
- (D) At College functions held outside of College locations, the sale or service of alcohol must be approved in advance by the District President, any Executive Vice President, or the Campus or Corporate College President responsible for the function. Such approving authority shall in their discretion determine whether or not the process in Section (C), above, shall be required.

- (E) Additional requirements:
- (1) At College locations, alcohol must be sold (not given away) by the server.
  - (2) The consumption of alcohol and the possession of an open container are prohibited at all College locations except within areas approved by the College pursuant to Section (C) of this procedure.
  - (3) Individuals under the age of 21 may not handle, possess, distribute, sell, serve, or consume alcohol at any time at any College location or function. No alcohol may be sold or served to any individual unless proof of legal age is presented. The server (and not the College) shall be responsible for verifying the age of the person being served.
  - (4) Whenever alcohol is available for consumption at any College location or function, adequate amounts of non-alcoholic beverages and food also must be available. When events last two hours or more, service of alcoholic beverages must stop at least one-half hour before the close of the event.
- (F) The President or the President's designee is hereby directed to take all steps necessary and appropriate for the implementation of this procedure.

Effective Date: April 28, 2005

Procedure amplifies: 3354:1-50-05