

LIQUOR ON CAMPUS

It is the Administrative procedure of the Southwestern Oregon Community College District to restrict the possession, serving, and use of alcohol on the College campus.

The possession of alcoholic beverages is not permitted on the College campus or in any facility that is rented, leased, owned, or occupied by the College at any time except as specifically approved by the College President or designee. Approval shall be limited to serving wine and beer in connection with functions beneficial to the general goals of Southwestern Oregon Community College.

The intent of this procedure is to allow the College the ability to provide complete meal and beverage services for special social, cultural, and educational gatherings. The procedure is not meant to allow other agencies, clubs, or individuals to have a blanket approval mechanism for serving alcoholic beverages on campus. The College is not in the business of earning money from the sale of alcohol. Because of the public nature of the College's support and its sensitivity to its publics, the College must judiciously approve the serving of alcoholic beverages.

Requests to have alcohol service on the College campus will be reviewed on a case by case basis by the College President. When reviewing a request, the College President will consider the following criteria:

1. Approval for use or possession must be requested from the College President in writing at least (10) business days in advance of the event.
2. The group must meet *Community Use of College Buildings and Facilities* Procedure requirements.
3. The serving of alcoholic beverages in conjunction with a function will be physically separated from other activities or classes including the general student population. The Oregon Coast Culinary Institute (OCCI) is the only facility on Southwestern premises that will host events with alcohol. Presidential approval is required for each event for other campus facilities and locations (i.e., Curry); this includes if the event is not separated from other activities, classes or the general student population.
4. It is at the College's discretion to require the group requesting alcohol service to have additional Campus Security for their event. The group would be responsible for the cost of Campus Security.
5. The College will provide personnel for maintenance, clean-up, and alcohol service and these costs will be reflected in the fee structure. The College will provide necessary licenses and liability insurance for alcoholic beverage service.
6. The group must agree to indemnify and hold the College harmless for any liability or expenses that arise from the activity. The group must provide Southwestern with insurance coverage that meets the College's insurance requirements.
7. The group must be able to reach a mutual agreement with Dining Services with regard to food and alcohol service. All beer and wine must be purchased by Dining Services.
8. Beer and wine can be donated for non-profit fundraising activities, but cannot be sold.
9. If the alcohol request is for a Curry campus facility or event, the group must be able to reach a mutual agreement with a catering contractor that will comply with all terms of this procedure. All alcohol must be purchased and served by the agreed upon catering contractor. Groups are not allowed to directly purchase or serve alcohol.

SPECIAL COLLEGE-RELATED EVENTS:

The College President may grant special permission to allow alcohol to be served during a special College event. Special permission will be granted for beer and/or wine only. No general fund revenues may be used to purchase alcohol for a special College event. The Board of Education will be notified as an informational item when the College President grants special permission allowing alcohol (beer and wine only) to be served during a special College event.

Procedure #10.034 February 22, 1988

Changed to Administrative Procedure January 22, 1996

Revised: July 28, 1997

Revised: May 18, 1998

Revised: April 4, 2012

Reviewed March 14, 2013 (Formerly Admin. Policy 5.012)