

# ADMINISTRATIVE POLICY

## Southwestern Oregon Community College

### AP 3560 Alcoholic Beverages

The possession, sale or the furnishing of alcohol on campus is governed by state law and these procedures. A person must be at least 21 years of age to purchase alcoholic beverages in Oregon. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. The possession, sale, consumption or furnishing of alcohol is controlled by the Oregon Liquor Control Commission (OLCC).

Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior approval. All alcohol must be stored in locked cabinets. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the College.

The campus has been designated “drug free” and only under certain circumstances is the consumption of alcohol permitted. 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, or culinary food preparation with wine, beer, or spirits 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.

*Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.*

4. Dining Services and OCCI are the only facilities on Southwestern premises that may prepare food and meals using wine, beer, or spirits for culinary purposes.
5. 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.
6. 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.
7. 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.
8. The group must be able to reach a mutual agreement with Dining Services with regard to food and alcohol service. All beer, wine, and spirits must be purchased by Dining Services.
9. Beer and wine can be donated for non-profit fundraising activities, but cannot be sold.
10. 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.

**Legal Reference(s):**

34 Code of Federal Regulations Section 668.46(b);  
23 U.S. Code Section 158;  
23 Code of Federal Regulations Section 1208.4  
ORS 471.105

Approved: May 8, 2024