



Office of the President

Request to Serve Alcoholic Beverages on Santa Fe College Premises

NOTE: This form is to be received by the President's Office no later than three weeks prior to the event.

Name of organization: _____

Contact person: _____

Address: _____ Phone: _____

Date of event: _____ Hours of event: _____

Location of event: _____

Describe the purpose of the event : _____

I hereby request approval to serve alcohol on College premises. I have reviewed the attached regulations and I agree to comply with them.

Signature _____

Print Name _____

Date _____

Approval

Signature _____

Jackson N. Sasser, President _____

Print Name

Date

Follow-up

Has written documentation of special insurance coverage been provided? Yes ____ No ____

If alcohol is to be sold, has sponsoring organization or caterer obtained the required license and additional insurance coverage? Yes ____ No ____

Alcoholic Beverages on College Premises

410.423, 08-09

Rule 6.4: Use of College Facilities and its accompanying procedure are undergoing a comprehensive review, and the college expects this process to result in many modifications to the rule and procedure. Meanwhile, with the imminent completion of new facilities at the Northwest Campus and the development of the Center for Innovation and Economic Development downtown, the college has identified certain areas of the rule that require immediate attention and modification.

Currently, Rule 6.4 states in relevant part: "College facilities will not be made available to persons from within or outside of the College for programs or activities: . . . 2) where alcoholic beverages are consumed." In an effort to utilize campus buildings for fund-raising and other activities, the college requests that the board approve a limited expansion of the restriction regarding serving alcohol on college property as follows:

Alcoholic Beverages on College Premises

The sale and/or service of alcohol on SFC property shall be permitted only under the conditions set forth herein and in accordance with all applicable laws, rules, and regulations.

- A. The sale and/or service of alcohol on SFC property is prohibited unless approved by the College President in writing prior to an event. Approval shall be granted only in furtherance of College programs.
- B. No alcohol is permitted outside of a room or area scheduled for an event.
- C. SFC must receive notice at least three (3) weeks prior to the event that alcohol is planned to be served.
- D. A sponsoring organization must arrange for and provide written documentation of special insurance coverage providing adequate coverage to serve alcohol.
- E. If alcohol is to be sold, it is the sponsoring organization's responsibility to obtain the required license and additional insurance coverage. SFC reserves the right to require additional security and/or off-duty law enforcement officers to provide security at the sponsoring organization's cost.
- F. Permission shall not be granted for the sale, service, consumption, or possession of alcoholic beverages at meetings, receptions, and other events held during normal business hours, 8 a.m. to 4:30 p.m., Monday through Friday.

- G. The person or group(s) holding the function shall establish precautionary measures at the function to ensure that alcoholic beverages are not served to persons under the legal drinking age, to persons who appear intoxicated, or to persons known to be addicted to intoxicants.
- H. At the function, a person (or persons) over the legal drinking age must be designated as the server(s). The server(s) shall not consume alcoholic beverages. All alcoholic beverages to be served at the function must be located so that access to them can be had only through the designated server(s).

Board Action Requested

Approval, effective immediately

Discussion: President Sasser stated this item regarding the serving of alcoholic beverages at college events had been discussed many times at previous workshops. He felt it was appropriate to revise the college rule on this subject to accommodate special events, such as the President's Dinner and the League of Innovation board meeting next spring. He stated that General Counsel Patti Locascio conducted extensive research of the University of Florida and other community college policies in drafting the SFC rule.

Action: Motion to approve: Mallini
Second: Brashear
Vote: Brashear - yes, Davis - no, Jackson - yes, Mallini - yes, Solze - yes,
Womack - yes.