

# Rule for the Use of Alcoholic Beverages in College Facilities

## A. Introduction

Alcohol possession and consumption are generally prohibited on campus; however, possession and consumption of alcoholic beverages may be allowed in limited circumstances where a closed catered event is held, and alcohol consumption is not the primary purpose of the event. This Rule outlines the procedures and parameters for the approval of alcohol possession and consumption on property and facilities owned or operated by Salt Lake Community College (College).

## B. Procedures

1. The College, its officers, and employees are prohibited from selling or distributing alcohol beverages.
  - a. Subject to the requirements of this Rule, the College may enter into an agreement to sell or distribute alcoholic beverages on College property with the following parties:
    - (1) a caterer that is licensed and insured to sell or distribute alcoholic beverages at a College event; or
    - (2) an external company or organization (“entity”) that will contract with a caterer who is licensed and insured to sell or distribute alcoholic beverages at that entity’s event.
2. Funding
  - a. College funds may not be used for the purchase of any alcoholic beverages.
  - b. Salt Lake Community College Foundation funds, if available, may be used to fund alcoholic beverage purchases for College events. If Foundation funds are used, the Vice President for Institutional Advancement must approve their use.
3. Procedure to Obtain Approval to Serve Alcohol
  - a. College Event Scheduling must submit a “Request for Alcohol Service” (Addendum) form and proposed Contract for Use of College Facilities to the appropriate vice-president (if applicable) and the Vice President for Finance and Administration at least 21 days prior to the event.
  - b. The Vice President for Finance and Administration will direct a coordinated review to be conducted by the Risk Management and Legal Offices.
  - c. If the Vice President for Finance and Administration, after review by the Risk

Management and Legal offices, determines that the request and contract do not pose unreasonable risk to the College, the College and the outside entity must comply with the:

- (1) approved request and contract,
- (2) Department Rule,
- (3) College policy; and
- (4) state law.

- d. The approved contract and addendum must be signed by the caterer or outside entity and the College before the event may be held.

#### 4. Required Conditions for All Alcohol Related Events

- a. The event must not be primarily focused on the consumption of alcohol.
- b. The event must be at an approved location, which are as follows:
  - (1) Oak Room, Taylorsville Redwood Campus.
  - (2) Miller Conference Center and Free Enterprise Showroom, Larry H. Miller Campus.
  - (3) Health Sciences Atrium, Jordan Campus.
  - (4) Student Center MP Room, Jordan Campus.
  - (5) Area contiguous to the Grand Theatre and the Center for New Media, South City Campus; and.
  - (6) Workforce Training and Education Center South Atrium, Westpointe Campus.
- c. On the rare occasion that a College department sponsors the event, it must have one employee (over the age of 21) attend the event for its entire duration and refrain from consuming alcoholic beverages. The name and position of the employee must be identified in the Addendum and approved in advance of the event.
- d. A caterer or outside entity contracted by the College will be responsible for monitoring the service of alcohol at the event.
- e. The event must be a closed catered event. Each person in attendance must have been invited, received tickets, or have been registered for the event.
- f. Food and non-alcoholic beverages must be served during the event.
- g. There must be an agreement to refrain from using the name of any alcohol product or manufacturer in announcing or promoting the event.
- h. A majority of the event attendees must be 21 years of age or older.

#### 5. Insurance Requirements

- a. If a caterer is serving alcohol or an outside entity is sponsoring the alcohol related event, a certificate of liability insurance to cover any liability related to the sale, distribution, possession, and use of alcohol must be provided to the College. This certificate of liability insurance must have:
  - (1) Coverage limits of \$1,000,000 per occurrence and \$3,000,000 aggregate.
  - (2) An endorsement that names the College, and its officers and employees as additional insureds: and
  - (3) Provide the College and its officers and employees with primary coverage for any liability arising during the alcohol related event; and
  - (4) This insurance certificate must be approved by the College's Director of Risk Management prior to the approval of the request and contract.

**6. License to Serve Alcoholic Beverages**

- a. The caterer or outside entity who has contracted with the College to serve alcoholic beverages must secure the appropriate license/permit from the Utah Department of Alcohol Beverage for the alcohol related event as is required by Utah's Alcohol Beverage Control Act (Utah Code Title 32B) and Utah Administrative Code Rule R81.
- b. An original copy of this license shall be provided to the Director of Risk Management before the Request for Alcohol Service and Contract are approved.

**7. Waiver of Liability, Release, and Indemnification Requirements**

- a. A caterer or outside entity must execute an agreement with a waiver of liability, release, and indemnification clause with the College, which sets forth the following:
  - (1) The caterer or outside entity bears sole responsibility to serve alcoholic beverages at the event.
  - (2) The caterer or outside entity assumes all liability for any personal injury, death, or property damage that occurs at or immediately after the event serving alcoholic beverages.
  - (3) The caterer or outside vendor will hold harmless the College if any third-party liability occurs at the event serving alcoholic beverages.
  - (4) The caterer or outside entity will indemnify the College for any liability claims asserted by a third party for personal injury, death, or property damage caused by or resulting from the event serving alcoholic beverages.