

Procedure VII.7002.A.a, Alcohol Usage at Events on College Property

Associated Policy

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Procedures

The Chancellor must authorize any event or program that will utilize the use, serving and/or consumption of alcohol on College Property.

1. All College programs, events, and outside organizations (collectively referred to Organizations for this procedure) desiring to serve alcoholic beverages at an event must submit a request to the College Event Planner who will ensure compliance with the requirements of the Alcohol Usage at Events on College Property Policy (Policy VII.7002.A) and will seek approval from the Chancellor no less than 30 days before the event date. To request authorization, the Request for Authorization to Serve Alcoholic Beverages on College Property Form (Form) must be utilized. This Form may be obtained from the College Event Planner.
2. If approved, the Organization will be contacted by the College Event Planner to begin planning the logistics and completing the Facilities Rental Agreement with the Campus Services department on the applicable campus.
3. The Facilities Rental Agreement and all required documents must be completed and turned into Campus Services before proceeding with the event.
4. Once the Facilities Rental Agreement is completed, the Organization(s) will be provided information for approved caterers. The Organization is responsible for contacting the approved caterers to obtain quotes for the event. The Organization is permitted to use a different caterer for food service if so desired. Organizations must submit the outside caterer's information and proof of insurance to Campus Services with the catering contract as well as order details (i.e. menu, space/set-up needs, delivery times etc.)
 - a. If alcohol is donated to the Organization, the Organization is still required to contract with one of the College's approved caterers to provide bartending services for the event.
5. After an approved caterer is chosen for alcohol service, the Organization must send the final order to the College Event Planner. The College Event Planner will work with the Organization to request the required approval letter from the Chancellor for the Texas Alcoholic Beverage Commission (TABC) serving permit. Once the TABC serving permit is issued, the College Event Planner will send to the Organization who must send it to the caterer. *(The letter will be sent no later than 10 days before the event date.)*

6. The San Jacinto College Police Department (SJCPD) must be notified no less than 10 days prior about any event which shall utilize the use, serving, and/or consumption of alcohol in or on College Property. SJCPD is required to have a presence at the event location while alcohol is being served. The College Event Planner will work with the SJCPD to determine the number of officers needed based on the event location and number of people. The Organization is responsible for costs associated with SJCPD coverage for the event. (*Police Support Fee - \$35 per hour/per officer, rate is subject to change*)
7. The event must be attended by the College Event Planner or his/her designee in order to ensure the Organization has what they need for the event.
8. Any Organization desiring to use, rent, or lease space on any College Property must follow these procedures for using, serving, and/or consuming alcohol regardless of with whom or the location where the Facilities Rental Agreement is submitted.

Definitions

College Property: Property, whether indoors or outdoors, located within the State of Texas that is owned, operated, leased, occupied, or controlled by the College. For purposes of the Policy on Alcohol Usage at Events on College Property, this includes but is not limited to all buildings, classrooms, laboratories, auditoriums, library buildings, offices, athletic facilities, any other structures, grounds, sidewalks, parking lots, walkways, and attached parking structures owned or controlled by the College.

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Associated Policy	Policy VII.7002.A, Alcohol Usage at Events on College Property
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Marketing, Public Relations and Government Affairs
Secondary Owner of Policy Associated with the Procedure	Events Planner