

**TALLAHASSEE COMMUNITY COLLEGE
ADMINISTRATIVE PROCEDURES**

TITLE: Controlled Substances and Alcoholic Beverages	NUMBER: 12-03AP
AUTHORITY: Florida Statute: 1001.64, 1001.65, 1012.855 Higher Education Act of 1965, Section 1213, as amended by the Drug Free School and Communities Act of 1989 (P.L. LOL-226)(20U.S.C.s 1145g)	SEE ALSO: • Policy12-03: Controlled Substances and Alcoholic Beverages
DATE ADOPTED: 12/1/97, 12/17/08, 06/15/15, 01/09/19	

A. PURPOSE

The purpose of this procedure is to set forth the requirements for the sale, service, use, distribution, possession or consumption of alcoholic beverages on facilities and property owned or controlled by The District Board of Trustees of Tallahassee Community College (“TCC”).

The sale, service, use, distribution, possession or consumption of alcoholic beverages on facilities and property owned or controlled by TCC shall be authorized only under the conditions set forth in policy and procedure.

B. GENERAL PROVISIONS AND REQUIREMENTS

Only the President, or the President’s designee, is authorized to give written authorization, including the terms specified within said authorization, and designate the location for the sale, service, use, distribution, possession or consumption of alcoholic beverages at functions or events for the benefit of TCC or the TCC Foundation.

The TCC Foundation and TCC’s Conference and Events Department are authorized to conduct or supervise the sale, service, use, distribution, possession or consumption of alcoholic beverages.

For events sponsored by the TCC Foundation, the Vice-President of Institutional Advancement, Foundation Executive Director, will ensure compliance with TCC Policy 12.03, *Controlled Substances and Alcoholic Beverages*.

For other functions or events where the sale, service, use, distribution, possession or consumption of alcoholic beverages in or on TCC owned or controlled facilities or property may occur, an Alcoholic Beverages on Campus Facility Application must be submitted to the College's Auxiliary Services Manager of Conference and Events along with the Request for Use of Facilities, 14 days prior to the desired event date.

C. INSURANCE AND LICENSE REQUIREMENTS

The requisite permit or license for the sale of alcoholic beverages must be obtained from the State of Florida Division of Alcoholic Beverages and Tobacco, and a copy must be provided to the College's Auxiliary Services Manager at least 7 days before the permitted or licensed event.

At all events and functions where alcoholic beverages are sold, served, used, distributed, possessed or consumed in or on TCC owned or controlled facilities and property, the event or function sponsor must obtain liquor liability insurance coverage in an amount not less than one million dollars (\$1,000,000), naming 'The District Board of Trustees of Tallahassee Community College' as an additional insured. It is acceptable to have this provided by the Liquor Service Vendor, as long as 'The District Board of Trustees of Tallahassee Community College' is named as an additional insured on the Liquor Legal Liability policy. A copy of the declaration page of the Liquor Legal Liability policy must be supplied to TCC. Copies of the Liquor Service Vendor's Liquor Legal Liability declarations page, and additional insured endorsement referenced herein, are required and must accompany the Alcoholic Beverages on Campus Facilities Application.

At all events and functions where alcoholic beverages are sold, served, used, distributed, possessed or consumed in or on owned or controlled TCC facilities and property, the event or function sponsor shall enter into a written agreement that shall indemnify and hold harmless TCC, its trustees, employees, and agents, and assigns from any and all claims, liabilities, costs, and expenses that may arise from the sale, service, use, distribution, possession or consumption of alcoholic beverages in or on TCC owned or controlled facilities and property.

Additionally, and at its option, TCC may request certified copies of other required insurance policies and endorsements. Such copies shall be provided within (3) three days of TCC's request.

Failure of TCC to demand such certificate or other evidence of full compliance with these insurance requirements or failure of TCC to identify a deficiency from provided documentation shall not be construed as a waiver of APPLICANT and LIQUOR SERVICE VENDOR obligations to maintain such insurance.

D. SERVICE OF ALCOHOLIC BEVERAGES

Upon receipt of the Application, the Auxiliary Services Manager will confirm the required information and, in accordance with TCC Policy, determine whether all requirements are met. Only the President, or the President's designee, is authorized to give written authorization, including the terms specified within said authorization and designate the location for the sale, service, use, distribution, possession or consumption of alcoholic beverages at functions or events. Approval of the use of facilities by an organization or entity does not constitute or imply that a request by such organization or entity to sell, serve, use, distribute, possess, or consume alcoholic beverages is approved. Such approval will be determined separately. Security for the event will be assigned by the TCC Conference and Events staff and the TCC Chief of Police. The cost of assigned security will be the responsibility of the Applicant. Once the availability of the date, location, and resources has been confirmed and the required documentation for the event has been received, TCC will proceed with the Alcohol Agreement.