



## Pima County Community College District Administrative Procedure

<i>AP Title:</i>	<b>Permissible Service, Consumption, and Educational Use of Alcohol on College Property</b>
<i>AP Number:</i>	AP 2.05.02
<i>Adoption Date:</i>	3/11/20
<i>Schedule for Review &amp; Update:</i>	Every three years
<i>Review Date(s):</i>	9/11/24
<i>Revision Date(s):</i>	9/11/24
<i>Sponsoring Unit/Department:</i>	Chancellor
<i>Policy Title(s) &amp; No(s):</i>	Use of College Facilities, BP 2.05
<i>Legal Reference:</i>	ARS Title 4, Chapters 1-3; Arizona Administrative Code Title 19, Articles 1 and 3
<i>Cross Reference:</i>	Drug-Free Environment, BP 2.20; Drug- and Alcohol-Free Environment, AP 11.01.01; Use of College Facilities, AP 2.05.01

### **PURPOSE**

This Administrative Procedure (“AP”) describes the conditions for and restrictions on the permissible service and consumption of Alcohol at approved events on College Property or at College Sponsored Activities. In all other respects, the possession, service, consumption, distribution, or use of Alcohol at the College remains prohibited. Compliance with this AP is essential to ensure that the College stays within the boundaries of law, regulations, and the College’s policies and liability coverage.

**SECTION 1: Application and Approval Process for the Service of Alcohol**

The proposed event must be for the primary benefit of the College or the College's Students. The application to request to serve Alcohol is embedded in the Facilities Use Request Form.

Unless specified otherwise by the Chancellor's Office, all applications to serve Alcohol on College Property or at College Sponsored Activities must be submitted to the Chancellor's Office by no later than thirty (30) days prior to the date of the proposed event. The Chancellor's Office's decision will be sent to the applicant by no later than fourteen (14) days prior to the date of the proposed event.

Copies of the Chancellor's decisions will be sent to the College's Chief of Police and Assistant Vice Chancellor for Facilities or their respective designees. Where appropriate, copies will also be sent to the Provost, Chief Human Resources Office, and the College Employee with the most direct administrative responsibility over the location where the event will be held. The Chancellor's Office shall maintain a record of all applications and decisions.

**SECTION 2: Eligible Entities**

Units of the College and the Pima Foundation may, with the prior written approval of the Chancellor, organize College Sponsored Activities on College Property at which Alcohol is served.

Third Parties may, with the prior written approval of the Chancellor, sponsor an event on College Property at which Alcohol will be served. The Third Party entity must:

- be a nonprofit or charitable organization with 501(c) status.
- obtain a Special Events liquor license from the Arizona Department of Liquor Licenses and fully complies with the laws, rules and other requirements applicable to that license.
- indemnify, defend, and hold harmless the College and its Employees and agents for all activities related to permitted use, the limits and terms of which shall be specified by the College risk manager; cause its insurer(s) to endorse all insurance policies to name the College and employees as an additional

insured; and provide a certificate of insurance that meets the requirements of the College risk manager.

- comply with this AP and with AP 2.05.01 while on College Property and/or for the duration of the College Sponsored Activity.
- provide a security plan, approved by the PCC Police Department, that ensures only persons who are at least twenty-one (21) years of age are served Alcohol.

### **SECTION 3: Funds**

No public funds may be used for the purchase of Alcohol.

If attendees at an event on College Property at which Alcohol will be served are required to pay an admission fee, Alcohol Drinks shall be included in the cost of admission. Individual Alcohol Drinks may not be sold or purchased at the event.

### **SECTION 4: Service Restrictions**

- Alcohol may be served and consumed only between 12:00 pm and 10:00 pm.
- Beer and Wine are the only Alcohol Drinks that may be served on College Property or at College Sponsored Activities.
- Service shall be restricted to two (2) Drinks per guest.
- The event's venue shall have well-defined boundaries beyond which no Alcohol may be taken.
- No Alcohol may be served by anyone under the age of eighteen (18).
- No Alcohol may be served to or consumed by anyone under the age of twenty-one (21).
- No Alcohol shall be served to anyone who is or reasonably appears to be Under the Influence.

**SECTION 5: Outside of Arizona**

Students who are traveling outside of the State of Arizona on College business or as part of study abroad programs may elect to have up to two Drinks as part of dinner or an (international) experiential event if they are of legal drinking age in that jurisdiction.

**SECTION 6: Use of Alcohol in Academic Settings**

The Office of the Provost has a Standard Operating Procedure outlining the use of ethyl alcohol in academic settings.

**SECTION 7: Definitions**

“Alcohol” means a beverage intended for human consumption that contains ethanol in a concentration over one half of one percent (0.5%) by volume (.05% ABV). This definition does not include prescribed or over-the-counter medications or extracts intended for use as flavorings in food preparation.

“Beer” means any beverage obtained by the alcoholic fermentation, infusion, or decoction of barley malt, hops, or other non-drinkable ingredients, or any combination of them, excluding Distilled Spirits.

“College Community” means, collectively, all persons employed by, volunteering for, enrolled in classes at, or visiting the College or attending any College Sponsored Activity.

“College Property” means any campus, building, or grounds owned, leased, operated, or controlled by the College.

“College Sponsored Activity” means any event, activity, or endeavor officially sanctioned by the College or any on- or off-campus activity initiated, aided, authorized, or supervised by the College.

"Distilled Spirits" includes brandy, whiskey, rum, tequila, mescal, gin, absinthe, a compound or mixture of any of them or of any of them with any fruit or vegetable juice or other substance, bitters containing Alcohol, fruits preserved in Alcohol, and any alcoholic mixture or preparation that may, in sufficient quantities, produce intoxication.

“Drink” means twelve (12) fluid ounces of Beer or five (5) fluid ounces of Wine.

“Employee” means any person employed by the College on a full-time, part-time, temporary, or regular basis or directly engaged in the performance of work under the provision of a contract with the College. This definition does not include unpaid Volunteers.

“Student” means any person currently enrolled in courses at the College on either a full-time or part-time basis, as well as any person currently registered for or participating in continuing-education classes through the College.

“Third Party” means a non-College individual, organization, group, or other entity that is not directly associated with the College or acting on the College’s behalf. (e.g., the Pima Foundation).

“Under the Influence” means a person’s mental or physical functioning is impaired as a result of the immediate effects of the presence of Alcohol or Drugs in the person’s system.

“Volunteer” means any unpaid individual who is not an Employee or Student of the College, and is authorized by the College to perform and voluntarily performs services for the College without promise, expectation, or receipt of compensation, future employment, or other tangible benefit, including academic credit. A Volunteer is not an Employee of the College for any purpose.

“Wine” means any beverage obtained by the fermentation of grapes or other agricultural products containing natural or added sugars, excluding agricultural products used in the production of Beer, consisting of not more than twenty-four percent (24%) alcohol by volume (24% ABV).

**APPLICATION FOR ALCOHOL SERVICE ON COLLEGE PROPERTY**

**See AP 2.05.02, "Permissible Service, Consumption, and Educational Use of Alcohol on College Property"**

- Complete this form and submit it to the Chancellor's Office at **chancellor@pima.edu**.
- Unless expressly permitted otherwise by the Chancellor's Office, completed applications must be submitted by **no later than thirty (30) days prior to the date of the proposed event**.
- Organizers and attendees at events at which alcohol is served must fully comply with all provisions of AP 2.05.02 and all other applicable college policies and procedures. Knowledge and understanding of applicable college policies and procedures is expected and presumed.

1. Applicant's Name/Organization:2. Applicant's Contact Information:3. Event Date and Start/End Times:4. Event Location and Specific Boundaries:5. Purpose of Event:6. Anticipated Number of Attendees:7. Will Alcohol Be Served by College Employees, Supervised Students, or a Contractor?

*If a Contractor, specify name and contact information:*

8. Applicant's Verification: **By signing below, I verify that the following is true and correct:**

- All necessary permits and/or insurance coverages have or will be obtained prior to the date of the event;
- No one under the age of eighteen (18) will serve alcohol at the event;
- No one under the age of twenty-one (21) will be served or permitted to consume alcohol at the event;
- No alcohol will be removed from or consumed beyond the defined boundaries of the event;
- No public funds will be used to purchase the alcohol served at the event;
- Individual alcoholic drinks will not be sold or purchased at the event;
- Alcohol will not be served or consumed before 12:00 p.m. or after 10:00 p.m.;
- Only beer, wine, and non-alcoholic beverages will be served at the event; liquor/distilled spirits will not be served;
- Alcohol service will be restricted to not more than two (2) drinks per attendee;
- If alcohol service is provided by a contractor, the contractor is responsible for providing adequate event security and for ensuring that no one under the legal age to do so either serves or consumes alcohol at the event;
- No alcohol will be served to anyone who is or reasonably appears to be intoxicated.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CHANCELLOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

 APPLICATION APPROVED APPLICATION DENIED