

# PROCEDURE:

## 3.3.6p. Alcohol on Campus

**Revised:** May 21, 2008; April 15, 2009; April 21, 2010; May 16, 2012; February 20, 2013; February 19, 2014; February 18, 2015; November 18, 2015; February 15, 2017; February 21, 2018; November 28, 2018; November 20, 2019; November 18, 2020; February 16, 2022; November 16, 2022; November 20, 2024

**Last Reviewed:** May 21, 2008; April 15, 2009; April 21, 2010; April 20, 2011; May 16, 2012; February 20, 2013; February 19, 2014; February 18, 2015; November 18, 2015; February 15, 2017; February 21, 2018; November 28, 2018; November 20, 2019; November 18, 2020; February 16, 2022; November 16, 2022; November 15, 2023; November 20, 2024

**Adopted:** April 18, 2007

### I. **PURPOSE**

The possession, service, sale and consumption of alcoholic beverages on Ogeechee Technical College's campuses shall be governed by the provisions of federal, state and local laws and applicable State Board of the Technical College System of Georgia policies and procedures. See State Board Policy 3.3.6p. Alcohol on Campus.

### II. **RELATED AUTHORITY**

O.C.G.A. § 3-8-6

O.C.G.A. § 3-3-21.1(b)

O.C.G.A. § 3-14-1

Bulloch County Code of Ordinances II-3-35 & II-3-36

State Board Policy 3.3.2. Use of Alcoholic Beverages on Campus

TCSG Procedure 3.3.2p. Use of Alcoholic Beverages on Campus

State Board Policy 4.8.1. Drug-Free Workplace

TCSG Procedure 4.3.2p4. Standards of Business Conduct

DOAS State Purchasing Card Policy

Ogeechee Technical College Procedure 3.3.3p1. Use of Campus Facilities

### III. **APPLICABILITY**

This procedure applies to any person utilizing Ogeechee Technical College facilities.

### IV. **DEFINITIONS**

**Sale of Alcoholic Beverages:** any transfer, trade, exchange, or barter, in any manner or by any means, for consideration, including, but not limited to, required fees or the purchase of tickets for admission to an event at which alcoholic beverages will be served.

**Service of Alcoholic Beverages:** taking orders for, handling, delivering or pouring/mixing of alcoholic beverages.

**Event:** a function on a college campus that serves a business, economic development, civic, social, or educational purpose.

**Event Sponsor:** an individual who is at least twenty-one years of age or an organization or association, to include a Technical College foundation, who has requested permission to hold an Event on the college campus at which alcohol will be served and/or sold.

Event Supervisor: an individual who is at least twenty-one years of age who is designated by the Event Sponsor to assume responsibility for direct supervision of the serving, sale and consumption of alcoholic beverages at the event.

## **V. ATTACHMENTS**

Request for Facilities Rental  
Facilities Rental Agreement

## **VI. PROCEDURE**

In accordance with TCSG State Board Policy 3.3.6p. Alcohol on Campus, serving and consumption of alcoholic beverages on Ogeechee Technical College's campus are permitted only in the following places:

- Joseph E. Kennedy Building - Conference Center/Lobby/Cattails Café/Patio
- Health Sciences Building North - Conference Center/Lobby/Patio
- Health Sciences Building South - Conference Center/Lobby/Patio
- Occupational Studies Building - Conference Center/Lobby/Large Meeting Room
- Student Pavilion
- Jack Hill Building - Conference Center/Lobby/Courtyard North Wing/Breezeway/Rear Grounds
- Industrial Technology Building – Conference Center/Lobby/Front Patio/Board Room
- Jack & Muriel Strickland Building (Evans Technical Education Complex) – Conference Center/Lobby/Front Patio
- Screven Workforce Development Center – Conference Center/Lobby/Front Patio

Alcoholic beverages may not be carried or consumed outside rooms or areas designated for an approved event.

An Agreement setting forth the requirements for the service of alcoholic beverages shall be signed by any third party sponsoring an event at which alcohol will be served. Said agreement shall include a release of Ogeechee Technical College, its employees, and the Technical College System of Georgia from any and all liability associated with the event.

The President or designee will ensure the Event Sponsor receives copies of TCSG Policies Procedures governing alcohol on campus. The President or designee will ensure appropriate security or other precautionary measures are in place for an Event during which alcoholic beverages will be served.

Each event will be handled on a case-by-case basis to determine the level of security required. The final determination rests with the appropriate Vice President or his/her designee. The number of police/security officers needed to work the event will be determined by Campus Police. Staffing is based on type of event, location, times, number of attendees, age of attendees, etc. Lessee will be responsible for all costs for police/security staffing and any other costs/fees as required by contract.

As applicable, the President will establish and monitor procedures for the purchase, use and storage of alcoholic beverages used exclusively in the College's culinary arts programs. The procedure must document the purchase was for instructional use, include steps to ensure that the alcohol is completely used, disposed of or properly secured between usage to prevent

consumption in non-classroom or for non-instructional purposes, and where possible, require the purchase from instructional/culinary supply sources versus a “beverage” or “package” store.

Ogeechee Technical College’s President may require additional precautions including, but not limited to the use of licensed caterers to dispense alcoholic beverages, limitations on time and duration of service, or a requirement to serve food at such Events.

The President or his/her designee will ensure that alcoholic beverages will be securely stored if such storage is necessary preceding or following the Event.

**Event Requirements:**

- a. The Event will serve a business, economic development, civic, social or educational purpose.
- b. Alcoholic beverages may not be served or sold at any student-sponsored function or event.
- c. Alcoholic beverages may not be carried or consumed outside rooms or areas designated for an approved Event.
- d. No one under the age of twenty-one will be served alcoholic beverages at any Event on campus. Signs notifying attendees of this requirement will be posted at Events which admit individuals under the age of twenty-one.
- e. Individuals exhibiting signs or behaviors of the overuse of alcohol may not be served at Events or allowed to consume alcohol on campus.
- f. Events at which alcohol is served must be sponsored by an individual who is at least 21 years of age, or an association or organization with appropriate state and local licenses.
- g. If alcoholic beverages are being served or sold, then the Event Sponsor must provide bar staff/services for that purpose. If the Event Sponsor is contracting bar staff/services, then the entity being contracted by the Event Sponsor must provide the appropriate licenses and liability insurance. If the Event Sponsor is providing bar services themselves, then the named Event Supervisor of the event must provide Tips Certification and the Event Sponsor must provide proof of liability insurance.
- h. For purposes of determining the local jurisdiction pertaining to the regulation of alcoholic beverages, the campus shall be considered to be within a municipality if the campus, or a greater part of the campus, is within the limits of a municipality. If the campus or a greater part of the campus is located within an unincorporated area of a county, the campus shall be considered to be within the unincorporated area of the county.
- i. Any advertisement or promotional materials which indicate that alcohol will be available at an event/function held at Ogeechee Technical College campus shall not contain any information which would suggest that the event is sponsored by the College or any College employee. Ogeechee Technical College logos, name, etc., shall not be used as an endorsement for the sale of alcoholic beverages. NOTE: This procedure does not prohibit the use of the campus address in invitations to an Event or the use of the College name/logo on invitations or other marketing material for fundraising Events benefiting the College.

**Event Responsibility:**

- a. The Sponsor must be an individual who is at least twenty-one years of age or an organization or association. The Sponsor may not be Ogeechee Technical College or its employee(s).
- b. Prior to the Event, the Sponsor must complete the Use of Alcohol section on the Request for Facility Rental form and submit in sufficient time for consideration by the President.

- c. The Sponsor will be required to provide sufficient proof that all applicable local and state licenses have been obtained prior to the Event.
- d. The Sponsor will comply with the TCSG State Board Policy and Procedure for Alcohol on Campus and all pertinent federal, state and local laws governing the possession, sale, storage, and consumption of alcoholic beverages.
- e. The Sponsor will designate an Event Supervisor who will be present at the Event and who will be responsible for the direct supervision of the storage, of alcoholic beverages throughout the Event and removal of all alcohol after the Event. The Supervisor may not be Ogeechee Technical College or its employee(s).
- f. The Sponsor will be required to sign an agreement to indemnify and hold harmless Ogeechee Technical College, its employees, and the Technical College System of Georgia from any and all harm, injury, or losses which may arise as a result of the Event.
- g. The Event Sponsor, when applicable, shall be required to show proof of liability insurance sufficient to cover any liability, including attorney fees that may arise as a result of the Event.

**VII. RECORD RETENTION**

All requests, agreements and copies of documents provided by Sponsor showing compliance with the alcohol laws and this procedure shall be retained by the Director for Facilities Management.