

## Alcoholic Beverages at Events

## Administrative Procedure 306

In accordance with Board Policy No. 3362 (Drug and Other Substance Abuse, Including Alcohol), the president may approve the use of alcoholic beverages for events held on the College campus. It is anticipated that such events will be semi-formal activities where a sit-down meal is served in the conference and banquet center area. The following guidelines are subject to change and interpretation by the president and will serve as a guideline for the use of alcoholic beverages at events on campus:

1. Events eligible for consideration to serve alcoholic beverages will be at the discretion of the College president.
2. Only beer and wine will be available as a choice at approved events.
3. There is no limit on the number of events the College will schedule each year.
4. The College will purchase no alcoholic beverages. Alcoholic beverages must be procured by the user and served by the College food service vendor's staff.
5. No user may charge for any alcoholic beverages. Alcoholic beverages must be given to guests. The use of a coupon or "chit" system is not allowed.
6. Alcoholic beverages will be served by a designated waiter, and guests must ask for the beverage. Food must be available in meal form at any event where alcohol is served.
7. Only events of a semi-formal nature with a sit-down meal will be considered.
8. Alcohol may be served no more than one hour prior to/or after the scheduled meal time. At no time will alcohol be served after 10:00 p.m.
9. Any requests to provide alcoholic beverages at an event must be provided in writing to the president or the president's designee prior to the event being scheduled and must include as a minimum the following:
  - A. a description of the nature of the event;
  - B. user must sign a waiver to indemnify the College and release the College from any liability resulting from any injury or legal action as a result of our activity on the College campus; and
  - C. payment of \$500 to offset additional maintenance, security, and insurance costs that are associated with events which serve alcohol. This fee is mandatory and not subject to any waiver provisions. Effective July 1, 2005, the fee will increase to \$600 and effective July 1, 2006, the fee will increase to \$700.

  
Approved by Robert L. Mees, President      Date 3/22/05

Adopted:      October 1, 1991  
Amended:  
Cross Ref.:      Board Policy 3362

**AGREEMENT TO INDEMNIFY AND HOLD  
JOHN A LOGAN COLLEGE FREE AND HARMLESS**

In consideration of receiving permission to serve alcoholic beverages at an event \_\_\_\_\_ has scheduled in John A. Logan  
(he/she/organization)

College facilities on \_\_\_\_\_,  
(date and time) (name/names)

hereby agrees to indemnify and hold harmless John A. Logan College, its Board of Trustees, as a Board or individually, its officers, employees or agents, from any and all claims, actions, causes of action, losses, including reasonable attorney's fees and costs, arising out of or in any way related to the serving of alcoholic beverages at the planned event. The obligation to protect and indemnify includes any and all damages or injuries caused by, or arising out of, the consumption of alcohol at the sponsored event by any guest, invitee, or patron.

**NOTE: DO NOT SIGN THIS AGREEMENT UNLESS YOU HAVE A FULL UNDERSTANDING OF ITS CONTENT.**

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\_\_\_\_\_ have read this Agreement, and understand  
(I/We/Organization)  
\_\_\_\_\_ obligation to indemnify and hold  
(my/our/Organization's)

harmless the College, its Board of Trustees, as a Board or individually, its officers, employees, or agents, from any and all claims as specified above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature