

Southeastern Illinois College is committed to maintaining a workplace free of the effects of alcohol misuse and abuse, and the college has specific alcohol and drug free workplace policies in place. College employees are representatives of the college and as such, they are expected to use professional judgment when they are representing the college. The use of alcohol while on Southeastern Illinois College owned and controlled property including meals, periods, and breaks is absolutely prohibited except where authorized by the Board of Trustees in accordance with existing law and this Alcohol Policy.

The Board of Trustees may authorize alcohol to be served or sold in buildings under its control for college events that are not student-related activities or events. Such events that receive approval pursuant to this policy are deemed public events that are not student-related activities. The criteria to be employed in determining whether to permit the service or sale of alcohol at college events in buildings under the control of the Board of Trustees are as follows:

- Whether the event is a student activity or student-related activity.
- Whether the physical setting of the event venue is conducive to the control of liquor sales and distribution and will not unreasonably disturb other users of the College buildings.
- The ability of the event sponsor/operator to ensure that the sale or serving of alcohol is in accordance with state law and community college policies.
- Review of the age of anticipated attendees of the event and the proportion of individuals under age of 21 to individuals age 21 or older.
- The ability of the venue sponsor/operator to prevent the sale of alcohol to individuals under age of 21.
- Whether the sponsor/operator prohibits event participants from removing alcohol from the event venue.
- Whether the event venue prohibits participants from providing their own alcohol to the venue.

Any request to serve or sell alcohol in buildings under the control of the Board of Trustees will be reviewed on a case by case basis.

The Board of Trustees may authorize alcohol to be served or sold in buildings under its control for convention type activities, or by a catering establishment which has rented facilities from the college. In these instances, when alcohol is being served or sold at the College the following guidelines must strictly be adhered to:

1. There shall be a lease of premises agreement drawn between the College Board of Trustees and the approved entity to use the college facilities for their convention, conference or catered event. The lessee must demonstrate that it has or will obtain the required liquor license from the Saline County Board.
2. Insurance coverage to hold the college harmless must be obtained by the lessee to include any type of dram shop exposure. General liability coverage for the convention or conference must

include a minimum of one million dollars (\$1,000,000) of general liability, products and completed operations, and, if necessary, dram shop insurance.

3. If applicable, caterers renting the facility are also required to sign a lease of premises agreement and carry insurance including dram shop coverage and general liability, complete operations and product coverage, in the amount of one million dollars (\$1,000,000). If applicable, caterers will also carry workers compensation with minimum employer liability of \$500,000 and auto liability of \$1,000,000.

4. The College reserves the right to take any actions as deemed necessary to protect the general public and the reputation of the college in the enforcement of this liquor policy.

5. Applications to serve alcoholic beverages at a conference, convention or catered event must be made to the Southeastern Illinois College Board of Trustees at least sixty (60) days prior to the event.

6. Alcoholic beverages served at conferences, conventions or catered events shall be handled by the sponsoring organization.

7. At any convention, conference or catered event where alcoholic beverages are served, provisions must be made for serving non-alcoholic beverages. No open bars are allowed.

8. The sponsoring organization shall make no public advertisement of the sale or serving of alcoholic beverages in connection with the activity, convention or conference.

9. Possession and consumption of alcoholic beverages shall be confined to the area or room scheduled for the activity, convention or conference and shall not be permitted in public area. Participants shall not be permitted to carry any containers of alcoholic beverage out of the serving area.

10. For conference and convention type activities employees of Southeastern Illinois College must be active participants at the activity, convention or conference. For purpose of this policy, a participant shall mean faculty, Board of Trustee member, associate, colleague or companion of any of these.

11. Southeastern Illinois College reserves the right to close the activity if any person or group appears to be intoxicated or otherwise uncontrollable. In addition, Southeastern Illinois College reserves the right to limit the time frame when alcohol may be served on a group or individual basis.

12. Only members of the sponsoring organization and their invited guests shall be permitted to attend the activity.

13. The sponsoring organization shall be held financially responsible for any damage or injury to persons or property as a result of conduct on the part of the organization, its members, or guests.

Adopted:

Amended: September 17, 2019

Legal Ref: