



NORTHWEST STATE COMMUNITY COLLEGE

OFFICIAL PROCEDURE

*COLLEGE COMMUNITY (faculty, staff, and students)*

SUBJECT  Alcohol Service	EFFECTIVE DATE  10.31.06	PROCEDURE NUMBER  2006-FS-0001
RESPONSIBLE COLLEGE DEPT.  Food Services	RESPONSIBLE COLLEGE OFFICER  President	

PROCEDURE STATEMENT

Prior written approval must be received from the President in order for alcohol to be served at an event held at an NSCC venue.

An application (Form #2006-FS-0001) must be completed by the individual or group sponsoring the event. The applicant must determine if a permit is required. If permit is required, applicant shall contact the Ohio Department of Liquor Control to obtain a permit; 614.644.2483.

The applicant must agree to comply with all state and local laws regarding alcohol consumption and must provide written details of plan to keep alcohol from being served to any person who is under legal drinking age within the application.

**If alcohol is being sold and served and a liquor permit is required during the event it is the responsibility of the client to acquire the permit from the Department of Liquor Control. The rate, as of January 1, 2007, for a permit is as follows:**

**Beer only (F1 Permit) = \$40/event.**

**Beer and spirits (F2 Permit) =\$150/event**

**The permit holder must be “non-profit”.**

**The permit must be filed with the college 14 days before the date of the event.**

The “TIPS” certified servers (see related information section for complete definition) shall not sell or serve alcoholic beverages in violation of any law, statutes, ordinance or regulation and shall not sell or serve alcoholic beverages to individuals under the age of twenty-one (21) years of age or to any individual who appears to be noticeably intoxicated or whom the server has reason to believe is intoxicated. Individuals unable to produce a valid identification indicating their date of birth shall not be served or sold alcoholic

beverages. The “TIPS” certified server shall refuse alcohol service before or during an event if individuals attending appear to be noticeably intoxicated.

Clients requesting authorization to hold such events at Northwest State Community College must disclose to the server the names of individuals attending the event who are under the age of twenty-one (21) years of age and shall assist in preventing under-age persons from purchasing or consuming alcoholic beverages at Northwest State Community College. Clients authorized to hold such events at Northwest State Community College are responsible for complying with all laws, statutes, ordinances and regulations applicable to the sale and serving of alcoholic beverages and shall immediately notify the server of the identity of any individuals attending an event who are, or appear to be, noticeably intoxicated. Clients are required to provide alternative transportation for any individual deemed to be noticeably intoxicated.

Clients holding such events at Northwest State Community College and the servers shall notify the Northwest State Community College Campus security of the occurrence of any violations of this policy or the occurrence or circumstances that are in violation of any policies of Northwest State Community College.

The President of NSCC will accept and approve the application by signature.

#### RELATED INFORMATION

By permitting legal beverages, our banquet and conference offerings can offer full-service catering and facility rental at a level that many people have requested over the years.

Alcoholic beverage service is governed by the Ohio Revised Code and regulated by the Ohio Department of Liquor Control. **Individuals/organizations (hereinafter “Client”) desiring to hold events at Northwest State Community College at which alcoholic beverages are to be served or sold must follow all rules and regulations and obtain written authorization from the president of Northwest State Community College on an application form provided by the College.**

Alcoholic beverages may only be served or sold at authorized events by a TIPS (Training for Intervention Procedures by Servers of Alcohol) certified server selected and compensated by the client. Alcoholic beverages may only be served within rooms authorized for such purposes. The sale and/or serving of alcoholic beverages shall be limited to the specific date and timeframe established in the event’s application.

The client will be responsible for the purchase and delivery of the alcohol to the event.

OHIO REVISED CODE IF APPLICABLE

4303.20.1

CONTACTS	
Contact Name and Officer Number	Telephone Number
Marilyn Kinsman Office #C203	336
Jim Hoops Office #C107	277

BOARD APPROVAL DATE & RESOLUTION NUMBER

10.31.06 Resolution #06-103

SIGNATURE OF RESPONSIBLE COLLEGE OFFICER

REVIEW DATE

10.31.07