

HAYWOOD COMMUNITY COLLEGE	HUMAN RESOURCES Alcohol and Drugs on Campus	Procedure 3.4.4.1
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Requirements for Haywood Community College when Alcohol is Served at HCC events, the following guidelines shall apply when alcohol is served:

College Events

- (1) Any events at HCC Campus with alcohol shall have a written application to be signed and approved by the president between ten and fourteen (10-14) business days prior to the event.
- (2) Only beer and unfortified wine may be served at college-sponsored events.
- (3) Alcoholic beverages may be served no more than one (1) hour before the main event is served.
- (4) For events that do not precede a meal function, serving appetizers or some snack is recommended.
- (5) Service of alcoholic beverages must be discontinued thirty (30) minutes prior to the anticipated end of the event.
- (6) A Special One-Time Permit from NC ABC Commission is required.
- (7) An Insurance Rider is also required
- (8) Alcoholic beverages must be served/consumed only in the area designated for the event. It is not permissible for individuals to take alcoholic beverages from that area.
- (9) Bartenders and/or Catering services must be licensed to serve alcohol. They shall provide proof that their staff has been adequately trained to recognize the early signs of intoxication in patrons. Staff must also be trained to exercise adequate intervention techniques to reduce or stop patrons' alcohol intake. Bartenders and/or catering Services shall provide, in writing, intervention techniques, along with a copy of the liquor/serving license, appropriate insurance coverage, and a list of names, addresses, and ages of those who will distribute the alcohol. The document must be provided to HCC Event Coordinator at least ten (10) business days prior to the event.
- (10) Non-alcoholic beverages MUST be made available at all events where alcohol is distributed.
- (11) Servers must be at least twenty-one (21) years of age.
- (12) No one under the age of twenty-one (21) will be allowed to consume alcohol at an HCC event or event held on HCC campuses. The Sponsoring group will need to provide the HCC Event Coordinator with procedures to be followed to prevent service to minors. (see number 10 above)
- (13) If requested, guests must provide photo identification for proof of age before being served.

- (14) At this time no third-party events will be approved.
- (15) Employees who attend the function as a guest can partake of alcohol.
Employees who are working the event are prohibited from consuming alcohol.
- (16) What the ABC rules state, supersede this procedure.

Reference: Refer to Policy 3.4.4 and 2.1.7

Approved: August 17, 2023