

## **Title: Beer or Wine Sales and Serving Policy**

- Initial Action: 11/9/2016
- Board Agenda: 16-071
- Last Revised
  - Policy: 12-8-2016
  - Procedure: 11/1/2023
- Last Reviewed: 11/1/2023
- Effective: 11/29/2023
- Next Review: 11/1/2026
- Responsibility: President's Office

**POLICY:** The possession, consumption or sale of alcoholic beverages on campus is prohibited unless approved by the President of Cecil College or the President's official designee.

### **PROCEDURE:**

#### **A. Definitions**

1. Alcoholic beverage includes alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine or beer, and which contains one-half of 1 percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.
2. "Sell" or "sale" and "to sell" includes any transaction whereby, for any consideration, title to alcoholic beverages is transferred from one person to another, and includes the delivery of alcoholic beverages pursuant to an order placed for the purchase of such beverages and soliciting or receiving an order for such beverages.
3. "Serve" is defined as "to act as a host or hostess in offering (a person) a portion of food or drink for a fee or at no cost."

#### **B. Sale and Serving of Beer, Wine, Sparkling Wine, Malt Beverages and Hard Ciders (As a note, beer includes; ale, porter, stout, hard cider & mead.)**

1. The sale and serving of alcoholic beverages shall:
  - i. Follow all applicable state and county laws and college rules, regulations and policies.
  - ii. Be sold or served in a responsible and appropriate manner.
  - iii. Only be sold to persons over 21 who are able to produce a government issued I.D.
  - iv. Only occur after 11 a.m. and shall end no later than 11:59 p.m. Sale and serving of alcohol outside of this time frame will require Presidential approval. If approved for extended time, no sale or serving of beverages may occur after 1:59am or 10:59pm on Sundays.

- v. Not be consumed in public, on the campus without the appropriate approvals.
- vi. Be served only by individuals who have received the appropriate training before sale or service (i.e., “TIPS” “TAM”).
- vii. Sale and consumption of alcoholic beverages is restricted to beer and wine.
- viii. Alcohol (Beer and wine) shall be served only during the times and in the area approved by the President or the President’s official designee.
- ix. Publicity for the event shall not emphasize the availability of alcohol.
- x. A member of the sponsoring organization shall be assigned the responsibility of ensuring compliance with all applicable provisions of this policy, appropriate campus regulations, and the laws of Cecil County and the state of Maryland.
- xi. All events serving alcoholic beverages must have sufficient quantities of non-alcoholic beverages and food available. (clarify if the beverages are free the food must be free, but not vise-versa?)

## 2. Process

- i. The organization or department sponsoring a campus event where alcohol will be served must complete a “Request for Permission to Serve or Sell Beer and Wine” form.
- ii. The “Request for Permission to Serve or Sell Beer and Wine” must be completed, including all signatures of authorization prior to applying for a Cecil County Liquor License.
- iii. If serving complimentary or free alcoholic beverages in which there is not a transaction of payment skip to section 2 v. If selling alcohol, the responsible person must apply for a liquor license from the Cecil County Liquor Board [www.ccgov.org/government/liquor-board](http://www.ccgov.org/government/liquor-board) or 410-996-5215.
- iv. Once license is approved and obtained from the Cecil County Liquor Board, the licenses must be posted and visible at location of sale, or sales given there are multiple locations, in a frame & under glass. Alcoholic Beverages Titles, Section 4-508
- v. Once the liquor license is obtained, the approved amount of alcohol can be purchased on the College’s account (will need to clarify the College account or the Foundation account) at approved liquor stores.
- vi. The College employee listed on the “Request for Permission to Serve or Sell Beer and Wine” is responsible for confirming the amount of alcohol purchased, the amount of alcohol sold and the amount of alcohol remaining. Any leftover beer or wine must be labeled and moved to the Foundation Office (it can be sent via college mail truck) for secure storage until the next event. Open beer or wine must be disposed of at the end of an event.
- vii. If the event is catered, and the catering vendor is responsible for alcoholic beverage service, via a Statewide caterers’ license, the College or requestor is

not responsible for a Class C or Special License. If beverages are served by the College for sale, independently from the caterer, it is the requestors responsibility to obtain such license. The caterer will complete any need documents with the Executive Director of the Foundation or the President of Cecil College to obtain a Catered Event Certificate. (Can be summarized and handled on a case-by-case basis and there are different processes depending on the internal policies, practices and licenses of the caterer).

- viii. All sales or serving of beverages must cease no less than 1 hour prior to the completion of an event. (Personal recommendation for best and responsible practices) Or 'no sales, possession or consumption are allowed past the hour set for closing' Alcoholic Beverages Titles, Section 17-206