

**CENTRAL CAROLINA COMMUNITY COLLEGE  
POLICY & PROCEDURE MANUAL**

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**ADMINISTRATION SECTION**

**USE OF ALCOHOL AT  
SPECIAL EVENTS –  
TEMPORARY POLICY**

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This is a temporary policy revision approved by the Board of Trustees to expand its current Use of Alcohol at Special Events policy. This temporary policy is effective August 2, 2023, and shall remain in place until a permanent policy is adopted by the Board of Trustees that otherwise rescinds, revises, or replaces it, at which point in time this policy shall expire.

I. Use of Alcoholic Beverages Approval Required

Alcoholic beverages may be permitted in and on the premises of the Dennis A. Wicker Civic & Conference Center, Sanford, North Carolina, and the E. Eugene Moore Manufacturing and Biotech Solutions Center, Sanford, North Carolina, only under special written approval by the President, or the President's designee.

Permission will not be approved for activities that do any of the following:

- Violate federal, state, or local laws
- Violate Central Carolina Community College policies or regulations
- Advocate imminent violence
- Damage or have the potential to damage college buildings, grounds, or equipment
- Are in conflict with scheduled college activities

II. ABC Permits

A Special Occasion Permit, a Limited Special Occasion Permit, or other requisite permits issued by the North Carolina Alcoholic Control Commission for the sale or service of alcoholic beverages must be secured and presented by the applicant for any event where alcoholic beverages are served. The required ABC Commission permits must be presented to the college no less than ten (10) days prior to the event and shall be displayed at all times during the event.

III. Security

For any event where an alcoholic beverage is sold, served or consumed in and on the premises of the Dennis A. Wicker Civic & Conference Center or the E. Eugene Moore Manufacturing and Biotech Solutions Center, a minimum of two (2) uniformed law enforcement officers who are certified by the State of North Carolina must be present on the premises during the event. The college may require additional uniformed and certified officers to be present during the event depending on the event details.

The applicant shall be responsible for securing and paying the full costs and expenses of such security officers, and any other applicable administrative expenses. The college shall be notified of the uniformed law enforcement officers engaged by the applicant no less than ten (10) day prior to the event.

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IV. Liability Insurance

When selling, serving, or consuming alcoholic beverages as defined in North Carolina General Statutes in or on said premises, the applicant shall provide proof of at least at \$1,000,00.00 liability insurance policy naming Central Carolina Community College and its Board of Trustees as additional insureds in which the insurance carrier agrees to defend, save harmless, and indemnify them from all financial loss, damage, or harm arising out the sale, serving and/or consumption of alcoholic beverages in or on the premises of the Dennis A. Wicker Civic & Conference Center or the E. Eugene Moore Manufacturing and Biotech Solutions Center. A copy of the certificate of insurance must be received by the college no less than ten (10) days prior to the event.

V. Damages

The event applicant and/or sponsor are responsible for all damage to the civic, conference, and solutions center facilities, property, or equipment that occurs while the facility is being used by them, regardless of who caused the damage. Event organizers are also responsible for the conduct of all persons involved in their activities while on college property.

VI. Service of Alcoholic Beverages

The following regulations shall apply:

- Alcoholic beverages can be served only by and to adults, age 21 and older. The applicant is required to ensure that all servers take precautions to ensure guests are not served inappropriate amounts of an alcoholic beverage and further ensure that no person under age of 21 is served alcoholic beverages.
- The inappropriate or excessive serving of alcoholic beverage to an individual or event attendees may result in the immediate suspension of the entire event by either the college, security officers, police, sheriff, or State ABC officers.
- All alcoholic beverages must be served and consumed in the area or areas in which the requisite ABC permit is posted.
- Common source containers such as kegs without an individual server are prohibited.
- Also prohibited are the use of glass containers, glass bottles, and brown bagging.
- The applicant or its caterer (lessee or event sponsor) shall obtain the alcoholic beverage as required by the laws of North Carolina and transport in to and from the college facility.
- The purpose of this policy is to enhance economic development efforts in the service area of Central Carolina Community College and to provide specific cultural or promotional events.