

***Possession and or consumption of alcohol on College property is prohibited with the exception of special events that have been granted direct authorization of the College President in compliance with all College procedures, local and state regulations.***

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The Mohave County Community College District (the District) and Mohave Community College (the College) prohibits the presence of alcoholic beverages on properties owned, leased or rented by either the District or the College. The College permits a few, narrow exceptions to this prohibition. The exceptions are not widely available as they are established to ensure that the College's actions stay within the boundaries of state law and the College's insurance coverage. Therefore, strict compliance with procedures 6.017 (A)(B)(C)(D) is essential. The following provisions apply to all procedures except as provided:

1. No funds under the jurisdiction of the governing board of the College may be used to purchase alcoholic beverages.
2. The College President (the President) has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at events on or in premises owned, leased or rented by the College or District (the Premises).
3. The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. Unless approved by the President in compliance with these laws and these procedures, alcoholic beverages may not be served on or in the Premises.
4. In compliance with applicable law, any persons planning an event under these procedure are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4(Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames). Annual training for MCC employees specified in these procedures in required.
5. Miscellaneous Usage Issues. Any issues that are not specifically addressed within these procedures require the review and determination by the College President.

*Date of Adoption: January 8, 2021*

*References: A.R.S. 4-203.02*

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1. No funds under the jurisdiction of the governing board of the College may be used to purchase alcoholic beverages.
2. The College President (the President) has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at events on or in premises owned, leased or rented by the College or District (the Premises) that he/she sponsors.
3. The College President (the President) has the sole authority to approve the service of wine or beer at special events the College or District sponsors not on College property (6.017-E)
4. Beer and wine may only be served by an entity whose liquor license with the state of Arizona is in good standing. The entity must provide all of the beverages served as well as the Title IV/TIPS trained servers or bartender. Before the event, the entity must provide a certificate of insurance that meets the requirements of the Vice President for Administrative Services and that adds the College as an additional insured. The entity must also agree in writing to indemnify the College regarding the service of the beverages.
5. The Office of the President shall complete a(1) Facilities Use Request and (2) Supplement to Facilities Use Request: Permission to Serve Alcohol on College Property and provide it to the campus Dean of Student and Community Engagement and Vice President for Administrative Services no later than 10 business days before the event. If required by law, also obtains the appropriate permits/licenses from the Arizona Department of Liquor Licenses and control for each event and fully complies with the laws, rules and other requirements applicable to that license.
6. An approved event, by law, must comply with the all of the following restrictions:
  - A. The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz;
  - B. The gathering must be by invitation only, and not open to the public;
  - C. The gathering may not exceed the permitted number of occupants for the space based on room configuration standards;
  - D. Invitees may not be charged any fee for the event; and
  - E. The consumption may only take place between 5:00 pm and 10:00 pm on weekdays and noon and 10:00 p.m. on weekends.

7. It is not permissible to store wine or beer on premises owned, leased or rented by the College or District, except as provided in this paragraph. For wine and beer to be used for events, as authorized by procedure, the following storage requirements apply:
  - A. Wine and beer to be served may only be brought to College/District premises within 24 hours prior to the event, and remain there no longer than 48 hours after the event; and
  - B. Once the wine and beer arrive on College/District premises, it shall be secured in a manner so that it is not stolen or that it is not opened until ready to be served.
8. In compliance with applicable law, any persons planning an event under this procedure are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames). Annual training for MCC employees specified in these procedures is required.

The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. In light of that law, the College does not permit alcoholic beverages to be served, sold or distributed on or in premises owned, leased or rented by the College or District for educational, fund-raising or other community purposes, except as provided above.

9. Miscellaneous Usage Issues. Any issues that are not specifically addressed within this procedure require the review and determination by the College President.

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*References: A.R.S. 4-203.02*

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1. No funds under the jurisdiction of the governing board of the College may be used to purchase alcoholic beverages.
2. The College President (the President) has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at events on or in premises owned, leased or rented by the College or District (the Premises). The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. In light of that law, the College does not permit alcoholic beverages to be served, sold or distributed on or in premises owned, leased or rented by the College or District for educational, fund-raising or other community purposes, except as provided below.
3. The only employees authorized to request the President's approval for third-party non-college events are: (1) a campus Dean of Student and Community Engagement or (2) the Chief Officer for Advancement. Unless approved by the President in compliance with the law and this procedure, alcoholic beverages may not be served on or in the Premises.
4. A campus Dean of Student and Community Engagement or the Chief Officer for Advancement who wishes to obtain the President's approval for the service of wine or beer at a third-party event on or in premises owned, leased or rented by the College or District shall submit a completed "Supplement to Facilities Use Request: Permission to Serve Alcohol on College Property" to the President no later than 20 business days before the event. On signing the form, the President will provide a copy of it to the requestor and to the Vice President for Administrative Services.
5. A third-party event approved under Paragraph 4 must, by law, comply with the all of the following restrictions:
  - A. The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz;
  - B. The gathering may not exceed the permitted number of occupants for the space based on room configuration standards;
  - C. The consumption may only take place between 5:00 pm and 10:00 pm on weekdays and noon and 10:00 p.m. on weekends
  - D. Appropriate measures must be provided to ensure compliance with restrictions (i.e. security)

6. Beer and wine may only be served by an entity whose liquor license with the state of Arizona is in good standing. The entity must provide all of the beverages served as well as the Title IV/TIPS trained servers or bartender. Before the event, the entity must provide a certificate of insurance that meets the requirements of the Vice President for Administrative Services and that adds the College as an additional insured. The entity must also agree in writing to indemnify the College regarding the service of the beverages.
7. The President may approve a Third-Party event on or in premises owned, leased or rented by the College or District under these regulations. These third-party, non-College/District entities, including the Mohave Community College Foundation, are solely responsible for determining the steps that they are required to take to comply with Arizona's alcoholic beverages laws. Additionally, they must comply with the following steps:
  - A. The entity obtains a liquor license, if required by law, from the Arizona Department of Liquor Licenses and control for each event and fully complies with the laws, rules and other requirements applicable to that license;
  - B. The entity provides a copy of the liquor license no later than 20 working days from the event, unless the President approves a shorter period of time in a particular case;
  - C. The entity provides or currently has on file with the College a certificate of insurance demonstrating that it has liquor liability coverage and that adds the College as an additional insured;
  - D. The entity agrees in writing via the facilities use contract to indemnify the District from any claims of any kind arising out of the event and the service of the beverages;
  - E. Beer and wine are the only alcoholic beverages served and only served through a beverage service contractor whose liquor license with the state of Arizona is in good standing;
  - F. The contractor provides all of the beverages served as well as the Title IV/TIPS trained servers or bartenders;
  - G. Before the event, the contractor provides a certificate of insurance that meets the requirements of the College's Vice President for Administrative Services and that adds the District as an additional insured
8. It is not permissible to store wine or beer on premises owned, leased or rented by the College or District, except as provided in this paragraph. For wine and beer to be used for events, as authorized by procedure, the following storage requirements apply:
  - A. Wine and beer to be served may only be brought to College/District premises within 24 hours prior to the event, and remain there no longer than 48 hours after the event; and
  - B. Once the wine and beer arrive on College/District premises, the campus Dean of Student and Community Engagement or Chief Advancement Officer shall ensure it is secured in a manner so that it is not stolen or that it is not opened until ready to be served.

9. In compliance with applicable law, any persons planning an event under this procedure are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames). Annual training for MCC employees specified in these procedures is required.
10. Miscellaneous Usage Issues. Any issues that are not specifically addressed within this procedure require the review and determination by the College President.

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1. No funds under the jurisdiction of the governing board of the College may be used to purchase alcoholic beverages, except for the limited purposes of purchasing small amounts of alcoholic beverages for use solely as ingredients in food preparation for classes.
2. The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. In light of that law, the College does not permit alcoholic beverages to be served, sold or distributed on or in premises owned, leased or rented by the College or District for educational, fund-raising or other community purposes, except as provided below.
3. The College President (the President) has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at events on or in premises owned, leased or rented by the College or District (the Premises). The only employee authorized to request the President's approval for classes and/or events sponsored by for-credit instructional programs (Culinary) is the Dean of CTE Workforce.
4. The Dean of CTE/Workforce who wishes to obtain the President's approval for the service of wine or beer at an event on or in premises owned, leased or rented by the College or District shall submit a Facilities Use Request to the appropriate campus Dean of Student and Community Engagement (DSCE) with a completed "Supplement to Facilities Use Request: Permission to Serve Alcohol on College Property" to the President no later than 20 business days before the event. On signing the form, the President will provide a copy of it to the requestor, DSCE and to the Vice President for Administrative Services.
5. An approved event must, by law, comply with the all of the following restrictions:
  - A. The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz;
  - B. The gathering must be by invitation only, and not open to the public;
  - C. The gathering may not exceed the permitted number of occupants for the space based on room configuration standards;
  - D. Invitees may not be charged any fee for the beer or wine served at an event; and
  - E. The consumption may only take place between 5:00 pm and 10:00 pm on weekdays and noon and 10:00 p.m. on weekends

6. Beer and wine may only be served by an entity whose liquor license with the state of Arizona is in good standing. The entity must provide all of the beverages served as well as the Title IV/TIPS trained servers or bartender. Before the event, the entity must provide a certificate of insurance that meets the requirements of the Vice President for Administrative Services and that adds the College as an additional insured. The entity must also agree in writing to indemnify the College regarding the service of the beverages.
7. Culinary students may serve wine and beer at an event as part of their class requirements. Any student serving those beverages must, by law, be 19 years or older and Title IV/TIPS trained.
8. It is not permissible to store wine or beer on premises owned, leased or rented by the College or District, except as provided in this paragraph. For wine and beer to be used for events, as authorized by procedure, the following storage requirements apply:
  - A. Wine and beer to be served may only be brought to College/District premises within 24 hours prior to the event, and remain there no longer than 48 hours after the event; and
  - B. Once the wine and beer arrive on College/District premises, it shall be secured in a manner so that it is not stolen or that it is not opened until ready to be served.
  - C. Alcoholic beverages purchased for as ingredients in food preparation for classes must be stored in such a way that it is inaccessible to anyone except faculty of the culinary program.
9. In compliance with applicable law, any persons planning an event under this procedure are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames). Annual training for MCC employees specified in these procedures is required.
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2. The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. In light of that law, the College does not permit alcoholic beverages to be served, sold or distributed on or in premises owned, leased or rented by the College or District for educational, fund-raising or other community purposes, except as provided below.
3. The College President (the President) has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at events on or in premises owned, leased or rented by the College or District (the Premises). The only employee authorized to request the President's approval for non-credit events sponsored by Community Education is the Dean of CTE Workforce.
4. The Dean of CTE/Workforce who wishes to obtain the President's approval for the service of wine or beer at an event on or in premises owned, leased or rented by the College or District shall submit a Facilities Use Request to the appropriate campus Dean of Student and Community Engagement (DSCE) with a completed "Supplement to Facilities Use Request: Permission to Serve Alcohol on College Property" to the President no later than 20 business days before the event. If required by law, also obtains the appropriate permits/licenses from the Arizona Department of Liquor Licenses and control for each event and fully complies with the laws, rules and other requirements applicable to that license. On signing the form, the President will provide a copy of it to the requestor, DSCE and to the Vice President for Administrative Services.
5. An approved event approved must, by law, comply with the all of the following restrictions:
  - A. The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz;
  - B. The gathering may not exceed the permitted number of occupants for the space based on room configuration standards;
  - C. The consumption may only take place between 5:00 pm and 10:00 pm on weekdays and noon and 10:00 p.m. on weekends

6. Beer and wine may only be served by an entity whose liquor license with the state of Arizona is in good standing. The entity must provide all of the beverages served as well as the Title IV/TIPS trained servers or bartender. Before the event, the entity must provide a certificate of insurance that meets the requirements of the Vice President for Administrative Services and that adds the College as an additional insured. The entity must also agree in writing to indemnify the College regarding the service of the beverages.
7. It is not permissible to store wine or beer on premises owned, leased or rented by the College or District, except as provided in this paragraph. For wine and beer to be used for events, as authorized by procedure, the following storage requirements apply:
  - A. Wine and beer to be served may only be brought to College/District premises within 24 hours prior to the event, and remain there no longer than 48 hours after the event; and
  - B. Once the wine and beer arrive on College/District premises, it shall be secured in a manner so that it is not stolen or that it is not opened until ready to be served.
  - C. Alcoholic beverages purchased for as ingredients in food preparation for classes must be stored in such a way that it is inaccessible to anyone except faculty of the culinary program.
8. In compliance with applicable law, any persons planning an event under this procedure are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames). Annual training for MCC employees specified in these procedures is required.
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1. College Policies and Procedures regarding the possession, consumption and service of alcohol are still applicable for District/College special events, educational program (credit) events and non-credit community education events requested to be held at off-site, non-college locations, specifically but not limited to:
  - A. No funds under the jurisdiction of the governing board of the College may be used to purchase alcoholic beverages.
  - B. The College President (the President) has the sole authority to approve the service.
2. College Policies and Procedures regarding the Use of External Non-College Owned Facilities (MCC Policy 6.010) must be followed, specifically but not limited to:
  - A. The facility must be inspected by the local campus facilities manager to insure the facility meets ADA access, including restrooms, and fire codes with respect to occupancy and suitability for the use intended.
  - B. An agreement must be completed (external facilities use agreement) between the property owner and the college specifying the hours, days and duration of the event/class. If the property owner has a preferred rental agreement it may be used provided it includes all the information and requirements of the MCC agreement.
3. District/College special events, educational program (credit) events and non-credit community education events that include the service, sale or distribution of alcohol requested to be held at off-site, non-college owned facilities are subject to the review of the institution's Risk Management Committee. The external facilities use agreement, Supplement to Facilities Use Request: Permission to Serve Alcohol form, and public event risk assessment form should be submitted simultaneously to:
  - a. the Risk Management committee chair and recorder
  - b. The Office of the President
4. The personal or individual purchase of alcoholic beverages by individuals attending College approved functions held in places serving alcoholic beverages is a personal and individual responsibility. Administrative discretion shall be exercised in the approval of the location of such activities, as such decision pertains to the nature of the group involved.
5. Miscellaneous Usage Issues. Any issues that are not specifically addressed within this procedure require the review and determination by the College President.

**6.017-E**

**Alcohol on College Property  
Off-Site and/or Non-College Property**

**6.017-E**

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