


|  | ADMINISTRATIVE PROCEDURE MANUAL | | |
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| | USE OF ALCOHOLIC BEVERAGES | 02-1805 | 1 OF 4 |
| | BASED ON BOARD OF TRUSTEES' RULE AND TITLE | DATE REVISED | |
| | 6Hx7-2.22 Drug-Free College Environment | September 4, 2024 | |


Purpose

The purpose of this procedure is to establish guidelines for the sale, dispensing, and consumption of alcoholic beverages at or by Florida State College at Jacksonville (College).

Procedure

A. Special Events

1. The following are guidelines for the dispensing and consumption of alcoholic beverages at events at the College. It is the intent of these guidelines to present the serving of alcoholic beverages at approved events as an amenity to a well planned and structured program, not as the indispensable and essential program element. At events where alcoholic beverages are provided, non-alcoholic beverages must also be provided. These procedures are applicable to all vendors serving alcohol on College property or at College events.
2. The use of alcoholic beverages at the College is at all times subject to the alcoholic beverage laws of the State of Florida, Duval County, Nassau County, and the City of Jacksonville.
3. Only vendors holding a current alcohol license and a host liquor liability certificate with a minimum liability of \$1,000,000 will be considered as acceptable vendors. Vendors will be approved by the Executive Director of Campus Operations, Events and Special Projects or the Executive Director of Risk Management for compliance with these requirements.
4. All requests for use of alcoholic beverages at any event at the College pursuant to Board Rule 6Hx7-2.22 must be approved by the College President, except that activities at the Nathan H. Wilson Center for the Arts may be approved by the appropriate Executive Leadership Team (ELT) member. All external requests for use of alcoholic beverages on College property will be submitted to the Executive Director of Campus Operations, Events and Special Projects and must include the [Facility Use Agreement](#), the vendors' proof of license, and a copy of the vendors' liquor liability insurance certificate or policy. Following verification of compliance to all of the above requirements, the controlling ELT member will review the request for adherence to College policies and procedures.
5. Alcoholic beverages shall be served and consumed only in area(s) reserved in the Facilities Use Agreement or as approved by the College President.
6. Alcoholic beverages may only be dispensed in the following manner:
 - a. All beverages must be dispensed by qualified personnel of legal age provided by the vendor.
 - b. Beverages must be poured from the serving container into a glass or other individual sized container.

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- c. Beverages must be in the control of the vendor at all times, and must not be made accessible to self-service.
- d. It is the responsibility of the vendor to serve only as many servings of alcohol as recommended by consumption guidelines of the State of Florida.

7. Only the following are acceptable forms of identification for the purpose of age verification:

- a. Current Driver's License
- b. State of Florida Personal Identification Card
- c. Passport
- d. Active Military Identification Card (Green)

8. The serving of alcoholic beverages is expected to be halted one-half (1/2) hour before the end of the event.


9. The advertising of alcohol, either by name brand or by the fact that it is available, is not permitted.

10. It is the responsibility of the vendor to remove all bottles, cans and unfinished or unopened containers of alcohol at the halt of service. Cleaning fees, if applicable, are to be addressed in the Facility Use Request Form.

B. Culinary Arts and Hospitality Programs

1. Serving of alcohol during instruction

- a. Florida Statute 562.11(4) acknowledges that serving alcoholic beverages to students who are at least 18 years of age is permitted if it is delivered as part of the student's required curriculum at a postsecondary educational institution that is institutionally accredited by an agency recognized by the United States Department of Education and is licensed or exempt from licensure pursuant to the provisions of chapter 1005 or that is a public postsecondary education institution; if the student is enrolled in the college and is required to taste alcoholic beverages that are provided only for instructional purposes during classes conducted under the supervision of authorized instructional personnel pursuant to such a curriculum; if the alcoholic beverages are never offered for consumption or imbibed by such a student and at all times remain in the possession and control of such instructional personnel, who must be 21 years of age or older; and if a participating student executes a waiver and consent in favor of the state and indemnifies the state and holds it harmless. (See attached Hold Harmless form).
- b. The serving of alcohol by Culinary Arts and Hospitality Programs students on campus and at off-campus instructional events.
 - i. Culinary Arts and Hospitality Programs instructional personnel and students serving alcoholic beverages as part of a program sponsored event must be wearing an appropriate uniform and must be able to present their College-issued identification when and if requested.

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- ii. Alcohol will be kept in a locked storage area with key control procedures. Unused alcohol at events will be promptly collected and returned to a locked storage area under key control procedures.
 - iii. Students may seek a waiver from tasting or consuming alcoholic beverages from the appropriate instructional personnel.
 - iv. The College will maintain an active Culinary Education Program (CEP) permanent license to permit the consumption of beer, wine and liquor in the programs pursuant to the State of Florida's rules and regulations regarding alcohol use as part of an educational program.
 - v. Bottles containing alcohol, and the mixing of alcohol, must be in the control of approved program personnel at all times and must not be made accessible to self-service.
- c. The art of serving alcoholic beverages is an essential part of the educational process for students enrolled in the Culinary Arts and Hospitality Programs. To ensure authentic learning opportunities, students in the Culinary Arts and Hospitality Programs who are at least 18 years of age may, under supervision of authorized instructional personnel, mix and serve alcoholic beverages at College-sponsored events. Additionally, these same students may, under supervision of authorized instructional personnel, uncork and serve wine if wine is provided by customers during the event. An appropriate corkage fee may be charged.

C. Continuing Education

- 1. The College's Continuing Education offerings include beverage appreciation courses - such as wine, beer, and liquor appreciation. These courses may involve the serving and consumption of alcohol. Age and indemnification requirements in paragraph B.1.a. apply.

D. Services for fees

- 1. The Culinary Arts and Hospitality Programs from time to time will provide services that may include the serving and consumption of alcohol. Fees will cover actual costs only. Age and indemnification requirements in paragraph B.1.a. apply.

REFERENCES: F.S. 562.11(4), 1001.64, 1001.65, Chapter 1005

Adopted Date: June 17, 1996

Revision Date: August 7, 1996, January 22, 2013, April 18, 2016, September 4, 2024



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Florida State College at Jacksonville
Downtown Campus
Building C, Room 106
101 West State Street
Jacksonville, FL 32202

HOLD HARMLESS

Acknowledgement and Assumption of Risk:

- The undersigned acknowledges that the activity listed below may involve risks and the undersigned assumes the risk of any and all bodily injury and all property loss or damage arising in any way from said activity. The undersigned agrees that the College is not in any way a guarantor of safety in connection with the activity.

Release from Liability:

- The undersigned agrees to release, indemnify and hold the College harmless from any such suits, actions, or claims which may be asserted except those claims wherein the College is determined to be at fault through its wrongful act(s) or omission(s).

Insurance:

- The undersigned is not relying upon the College for any manner of insurance for protection in connection with this activity. The undersigned shall be responsible for providing all insurance to be relied upon for protection in connection with this activity and the undersigned shall not hold the College responsible for providing any insurance coverage.

Photography Release:

- I hereby give my consent to all written materials, photographs, audio and/or video recordings taken of me during the activity. I understand that any such photographs, audio or video recordings or their derivatives will become the property of the College and may be used by the College, or others with their consent, for educational, instructional, or promotional purposes determined by the College in formats now existing or in the future created.

As a participant in the Culinary Arts and Hospitality Programs offered by Florida State College at Jacksonville, I acknowledge having read this document and agree to conform to all requirements, rules, policies, and regulations set forth by the program and by Florida State College at Jacksonville.

Signature

Date

Printed Name: _____