

Alcohol Served at Events RVC Administrative Procedure (2:10.080)

Contents

RVC Administrative Procedure (2:10.080).....	1
A. Purpose	1
B. Department and Primary Point of Contact	1
C. Definitions	1
D. Procedures.....	1
Additional Provisions.....	2
E. Related Documents.....	2

A. Purpose

Alcohol may be served at special events in authorized locations at the College that are not sponsored by or associated with a student group/organization upon the approval of the President or designee. The purpose of this administrative procedure is to define how permission is obtained to have alcohol at events happening at any RVC property.

B. Department and Primary Point of Contact

Department: Rock Valley College Police Department

Point of Contact: RVC Police – Chief of Police

C. Definitions

None

D. Procedures

No alcoholic beverages other than that provided and served by the sponsors of the event shall be distributed or served on College property. Only beer and wine will be allowed on any property owned or operated by Rock Valley College. Guests who are served alcoholic beverages on RVC property may not carry alcoholic beverages outside the area where they are being served. In addition, service of alcohol will be refused to anyone under the age of 21 or anyone appearing to be intoxicated. Checking of identification will be strictly enforced and is the responsibility of the service provider. It is the general practice of the College that alcohol service for an approved special event shall not begin prior to 3:00 pm, and must end before 10:00 p.m. on weekdays or 11:00 p.m. on weekends, on the day of the event. The College

Rock Valley College

retains the sole and absolute right to determine if alcoholic beverages may be served at any event as well as to determine the length of such service.

The President must receive notification of all alcoholic services in advance. Those wishing to serve alcoholic beverages must request an RVC Alcoholic Beverage Services Request Form from, and submit to, the RVC Facilities Events Coordinator as early as possible, but no less than two weeks before the scheduled event. When consent is given by the President or designee and Vice President of Operations, or designee, the use or sale of alcohol is permitted at the college. In these instances, all service must comply with the Illinois Liquor Control Act of 1934 (235 ILCS 5) and any other applicable federal, state, local laws, or regulations related to the service of alcoholic beverages. In addition, the sponsor or entity hosting the event involving the use or sale of alcohol must be licensed to sell and/or dispense alcohol in accordance with Article VII of the Illinois Liquor Control Act of 1934.

Additional Provisions

The event sponsor must notify the RVC Facilities Events Coordinator whether the cost of the alcoholic beverages will be complimentary, included in the price of the event, or charged to individual attendees (i.e. cash bar). The event sponsor must provide city/state permits or licenses as well as proof of liquor liability coverage (dram shop insurance) naming RVC as additionally insured to the Vice President of Operations Office no less than 14 days before the scheduled event.

E. Related Documents

2.40.10: Facilities and Grounds Rental

2.10.120: Americans with Disabilities Act (ADA)

Last Reviewed Date: June 9, 2025