

4-20-005.5

PROCEDURES FOR SERVING ALCOHOLIC BEVERAGES ON CAMPUS

1. Any party that intends to serve alcoholic beverages on campus must adhere to the following procedures:

- a. All events will be staffed by one or more certified social attendant(s) who has completed the required training course provided by the student health, counseling and wellness staff. The number of social attendants for a given event will be determined and subsequently hired through the university scheduling center, campus life.
- b. All events will have a licensed bartender and/or designated server to pour all alcoholic beverages at the event.

2. If alcoholic beverages are to be served at a social event, the sponsoring university group is required to provide nonalcoholic beverages as well. The variety of alcoholic and nonalcoholic beverages available to be served shall be equal. In addition, the sponsoring group is required to also provide food at the social event, in keeping with the intent of a banquet permit. Provision for serving food and nonalcoholic beverages must be outlined on the university permit.

3. Personal identification will be checked by social attendants and/or the bartender to verify age and to prevent minors from consuming alcoholic beverages; identification will include a picture of the individual and will comply with Washington State Liquor Control Board guidelines for ID check. Individuals whose age cannot be verified by identification provided to the social attendant or bartender will not be served beverages containing alcohol. Acceptance or rejection of identification is within the discretion of the social attendant.

4. If it is determined by the social attendant that an individual has consumed too much alcohol, she/he will no longer be served beverages containing alcohol.

5. If an individual becomes verbally and/or physically abusive, the social attendant will do any or all of the following:

- a. Inform the coordinator of the event of the problem behavior;
- b. Call the Student Union Building Night Manager: 899-3094
- c. Call University Police: 925-8534.

6. After the event, a written report will be completed by the social attendant who will describe any problems, concerns, or suggestions that pertain to the event. The report will be kept on file and reviewed if and when the sponsoring organization subsequently requests university space for social functions involving alcohol consumption. Documentation of problems or violations at previous social events may result in the group not being allowed an alcohol use permit in the future. In addition, any areas of concern will be provided, in writing, to the sponsoring organization after the event. A copy of this and any subsequent communication will be kept on file in the university scheduling center office.

7. Sponsoring organizations should be aware of the consequences of failure to comply with the policy regarding the serving and consumption of alcoholic beverages. The individuals responsible for the event will be held accountable under all Washington State laws. Repeated violations carry more significant consequences. For students, the vice president's office may include in the sanction, mandated contact with the Director of the Wildcat Wellness Center and/or direct referral for assessment through a licensed treatment agency. Following are the sanctions available as they appear in the CWU Student Conduct Code:

- a. *Warning.* Notice in writing that the student has violated University rules or regulations or has otherwise failed to meet the University's standard of conduct. Such warning will contain the statement that continuation or repetition of the specific conduct involved or other misconduct will normally result in one of the more serious disciplinary actions described below.

b. *Disciplinary Probation.* Formal action specifying the conditions under which a student may continue to be a student at the University including limitation of specified activities, movement, or presence on the CWU campus. The conditions may be in effect for a specified period of time or for the duration of the student's attendance at the University.

c. *Restitution.* An individual may be required to make restitution for damage or loss to University or other property and for injury to persons. Failure to make restitution will result in suspension for an indefinite period of time as set forth in subsection (4) below provided that a student may be reinstated upon payment.

d. *Suspension.* Dismissal from the University and from status as a student for a stated period. The notice suspending the student will state in writing the term of the suspension and any condition(s) that must be met before readmission is granted. The student so suspended must demonstrate that the conditions for readmission have been met. There is to be no refund of fees for the quarter in which the action is taken, but fees paid in advance for a subsequent quarter are to be refunded.

e. *Deferred Suspension.* Notice of suspension from the University with the provision that the student may remain enrolled contingent on meeting a specified condition. Not meeting the contingency shall immediately invoke the suspension for the period of time and under the conditions originally imposed.

f. *Expulsion.* The surrender of all rights and privileges of membership in the University community and exclusion from the campus without any possibility for return.

g. *Standard Alcohol Sanctions with Parental Notification:*

1st violation: Meeting with Area Coordinator (AC), Prime for Life Class (requires a study guide*), Parental Notification may be used for 1st offense when incident includes a medical concern, violence, noise complaint, resistance or destruction of property.

2nd violation: Meeting with Area Coordinator (AC), Prime for Life Class (requires a study guide*), Parental Notification, referral to Wellness Center Director for an alcohol/drug screening and possible creative sanctions that may include referral to Residence Hall Arbitration Council.

3rd violation: Combined meeting with Area Coordinator (AC) and representative of the Office of Vice President for Student Affairs and Enrollment Management (creative sanctions may be applied), Parental Notification, referral for formal alcohol/drug assessment and the student must follow all recommendations.

4th violation: Referral to the Office of Student Affairs and Enrollment Management for an automatic suspension from the University for one full academic year; referral to the Office of Student Affairs and Enrollment Management for an action plan to allow re-entry to include full compliance with alcohol/drug assessment recommendations, Parental Notification.

*The cost of the study guide will be charged to the student's account.

Other possible consequences include, but are not limited to:

a. Sponsoring clubs and organizations may lose recognition as official university clubs and organizations.

b. Visiting groups may not be allowed to use university facilities in the future.

c. Other university groups may not be issued alcohol use permits in the future.

What type of permit do you need?

If you are serving alcohol to invited guests, you will need to apply for a banquet permit. On the other hand, if you are a non-profit group selling alcohol, you will need to apply for a liquor license. Most groups using the campus facilities will need to apply for a banquet permit. Consult the Washington State Liquor Control Board, www.liq.wa.gov/ for other types of permits.

****NOTE:** If requesting permission to obtain a special occasion license, your letter must state **which class of license** is being requested and who is **sponsoring** the event. Refer to the W.S.L.C.B. pamphlet, "Special Occasion Licenses and Banquet Permits" for specific questions regarding the various types of licenses and classes available. This pamphlet is available at the scheduling center office and/or the liquor store.

Request for Banquet Permit

NOTE: This request must be received at least **TWO WEEKS PRIOR** to the event.

1. Request for the ability to serve liquor on the CWU campus should be submitted in writing to the vice president for student affairs and enrollment management, 400 East University Way, Ellensburg, WA 98926-7432 **at least two weeks prior to the event.** This request should include the name of the group sponsoring the event, the date(s), time(s), location(s), approximate number of people in attendance, the fact that the scheduling center has been contacted, and that a social attendant will be present at the event. In addition, the vice president for student affairs requires that all entities requesting a banquet permit also submit a written statement on how they intend to mitigate high-risk drinking at their events. (See sample letter below).

2. If approved, a letter will be written in reply giving permission for the sponsoring group to obtain a banquet permit. This letter will be sent to the person making the request.

3. This letter of approval must then be taken to the local liquor store at least four days prior to the event. Upon presentation of this letter, a banquet permit will be sold to the sponsoring group. At this time, the price of the banquet permit is \$10.00 for each date and/or location that alcohol will be consumed.

4. The banquet permit must be presented to the social attendant before liquor is served. It must be posted in plain view during the entire time liquor is being consumed. **Social attendants are not bartenders and are not responsible for pouring drinks.**

Sample Letter for Banquet Permit Request

(Date)

Charlotte E. Tullos
Vice President for Student Affairs
and Enrollment Management
Central Washington University
400 East University Way
Ellensburg, WA 98926-7432

Dear Dr. Tullos:

This letter is to request a banquet permit for (event-wedding-dinner, etc) being held at Central Washington University on (date). Liquor will be served from (start time) to (end time). This event is being held at (location on campus), and we anticipate (number) people. (Please indicate how the serving of nonalcoholic beverages will be provided).

Precautions will be taken to insure that minors do not consume alcohol, that overservice will not occur, and that all details will be handled in a legal manner. * I have contacted the scheduling center to reserve the space and understand the need for a social attendant at this event. I am aware of liability issues and have discussed the importance and implications of liability insurance with the scheduling center. I will also be in contact with the scheduling center to make final arrangements for a social attendant.

Please feel free to call me if you have any questions regarding this request.

Sincerely,

(Name
Street Address
City, State, Zip Code
Telephone Number)

* Please explain the specific steps you will take. For example,

- *Alcohol service will be limited to 2-3 drinks per person*
- *Staff will be trained in signs of intoxication and service refusal skills*

Request for Liquor License

NOTE: This request must be received at least **ONE MONTH PRIOR** to the event.

1. a. Request for the ability to serve liquor on the CWU campus should be submitted in writing to the vice president for student affairs and enrollment management, 400 East University Way, Ellensburg, WA 98926-7432 **at least one month prior to the event.** This request should include the name of the group sponsoring the event, the date(s), time(s), location(s), approximate number of people in attendance, the fact that the scheduling center has been contacted, the “class” of license requested, and that a social attendant will be present at the event.
1. b. In addition, the vice president for student affairs and enrollment management requires that all entities requesting a banquet permit also submit a written statement on how they intend to mitigate high-risk drinking at their events.
1. c. The written statement must also state that the requesting entity is aware of liability issues and has discussed the importance and implications of liability insurance with the scheduling center

2. If approved, this request will be forwarded to the CWU president who will initiate a letter of approval to the Washington State Liquor Control Board. The original letter of approval will be returned to the requesting group.

3. Applications for special licenses are available at the scheduling center. This application must be filled out in duplicate and must be submitted with the letter of approval from the CWU president to Olympia or Yakima **no less than thirty days prior to the event.** Remember that a separate permit must be requested/submitted for each date and location which alcohol will be served. **A check for the appropriate fees must also accompany the application.** Scheduling center personnel will help applicants assemble the paperwork.

4. The liquor license will be mailed to the sponsoring group.

5. The liquor license must be presented to the social attendant before liquor is served. It must be posted in plain view during the entire time liquor is being consumed. **Social attendants are not bartenders and are not responsible for pouring drinks.**

Guidelines and Restrictions

You must purchase spirits from a state liquor store or agency. Beer or wine may be purchased from a state liquor store or agency, a retailer, or a distributor.

You may not advertise or sell beer, wine or spirits below cost.

Manufacturers or distributors may not provide goods or services to special occasion licensees, except as follows:

Draft beer advertising
Advertising services
Wine pouring or dispensing services at tasting exhibitions or judging contests

You may not make gifts of liquor.

Liquor may not be sold or served to anyone who appears intoxicated or who is under 21 years of age. You also cannot allow someone who appears intoxicated or is under 21 to drink or possess liquor during your event.

Questions regarding this policy may be directed to the scheduling center at 963-1321 or the office of the vice president for student affairs and enrollment management.