

Alcohol and Other Drugs

Standards of Conduct – Expectations

CWU Policy 701-04

Effective: April 4, 2012

Policy Review Date: YEAR

Policy Executive: Chief of Staff

Responsible Office/Unit: President's Office

Policy Statement:

Applicability:

Content:

Policy

Appendix A - Serving Alcoholic Beverages Procedure

(1) General Statement

- A. Central Washington University recognizes that the misuse of alcohol and other drugs is a serious problem in our society and our community. This University seeks to create a campus environment that promotes healthy and safe living that is conducive to the intellectual and personal development of students. University departments and student organizations are encouraged not to involve alcoholic beverages in any sponsored function. If they choose to request to do so, they are urged to consider the effects and the responsibility they assume in making such decisions.
- B. This policy applies to all members of the Central Washington University community at all events, on or off campus, sponsored by the university, including clubs and organizations, and/or held in any university facility. The policy and procedure regarding the possession and consumption of alcohol and other drugs on campus has been developed in keeping with Washington State law and the Governor's policy on alcoholism and drug dependency. Washington State laws are described in the [Revised Code of Washington](#) and the [Washington Administrative Code](#). State laws regulate behavior such as the consumption of alcohol in public places, the furnishing of liquor to minors, the illegal purchase of alcohol, and the distribution of controlled substances. The applicable procedure for serving alcohol on the Ellensburg campus is Appendix A.
- C. In order to comply with the requirements of the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act, a complete description of the relevant laws, procedures, sanctions, and prevention information is available in the office of the dean of student success.

(2) Student Conduct

- A. The university does not condone the consumption of alcoholic beverages by minors at functions sponsored by Central Washington University organizations on or off campus. Organizations and advisors are responsible for monitoring student conduct at functions sponsored by the organization.
- B. Persons twenty-one years of age or older may possess and/or consume alcoholic beverages within the privacy of certain designated 21 or older residence hall rooms or apartments. Washington State law provides penalties for the possession or consumption of alcoholic beverages by persons under twenty-one years of age and for persons who furnish alcoholic beverages to minors.
- C. The dean of student success may place on probation any student organization or prohibit a student specific campus social function when the consumption of alcoholic beverages has become a problem or concern to the university.
- D. Students violating any state or federal law or the alcohol and other drugs policy or procedure will result in immediate referral to the office of the dean of student success or designee for appropriate action, including disciplinary action. The *Washington Administrative Code* ([WAC 106-125 - Student Conduct Code.](#)) describes behavior and sanctions a student may be subject to upon violation of any of the described conduct. Disciplinary action may range from a counseling session to expulsion, depending on the severity and number of violations. Repeated violations usually carry more significant consequences. The office of the dean of student success may include in the sanction-mandated contact with the university drug and alcohol prevention specialist and/or direct referral for assessment through a state licensed treatment agency.

(3) Employee (staff and faculty) Conduct

- A. All employees will abide by the terms of the [Drug Free Workplace Act of 1988](#) that prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the university workplace. This Act also requires that employees notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after the conviction.
- B. Policies related to the behavior of employees – exempt and classified staff and faculty - are located in the applicable rules and union contracts to include the Exempt Employees' Code, WAC 357-40, faculty contract, classified staff union contracts and/or the academic code.
- C. CWU encourages all faculty and staff to increase their awareness and identification of alcohol and drug issues. Training is available for faculty and staff through Human Resources. For more information, go to [Human Resources - Central Learning Academy](#) or contact Central Learning Academy at cla@cwu.edu.

(4) Serving Alcoholic Beverages on Ellensburg Campus

- A. University departments and student organizations who choose to include alcoholic beverages in any sponsored function will be held responsible for complying with all applicable laws and internal policies and procedures. Violation could result in the department or organization's loss of ability to serve alcohol on campus in the future and appropriate disciplinary action.

- B. Employees may not consume alcohol or drugs during their work shift unless such drugs are prescribed by a physician or other appropriate healthcare provider or unless such over-the-counter medication will not interfere with the employee's ability to perform his/her job.
- ~~C.~~ All groups and organizations sponsoring social events held on the CWU campus and all recognized university groups holding events off campus which involve the serving and consumption of alcoholic beverages will comply with Appendix A – Serving Alcoholic Beverages Procedure.
- D. Advertisement – Any marketing or advertising of alcoholic beverages on the Central Washington University campus must be in compliance with [RCW 66.28.160](#). Departments, employees, groups or organizations will not offer alcohol as an enticement, reward, benefit of attendance or membership, or as a prize.

History:

PAC: 12/01; BOT: 3/02; PAC 4/06; PAC: 5/08; BOT: 07/08; 09/01/2010; Responsibility: BFA; Authority: Cabinet/PAC; Reviewed/Endorsed by: Cabinet/PAC; Review/Effective Date: 4/4/2012; Approved by: James L. Gaudino, President

Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-40-030, June 2025

Attached Procedure CWUR 1-60-010 as Appendix A, June 2025

Appendix A - Serving Alcoholic Beverages Procedure

(1) Ellensburg Campus:

- A. This procedure is governed by the policy on alcohol and other drugs, CWU 701-04, and applicable laws of the state of Washington. Alcoholic beverages and liquor are interchangeable terms and include beer, wine and distilled spirits. -The service of alcoholic beverages on the university campus requires approval from the President's Office as well as the appropriate permit or license from the Washington State Liquor and Cannabis Board.
- B. Requests to serve alcohol on the CWU Ellensburg campus using a banquet permit or seeking permission to use a licensed server must be received by the President's Office and scheduling center at least TWO WEEKS PRIOR to the event. Certain areas of campus, including public spaces in residence halls and substance free residence halls, are designated as substance free areas and are not eligible for alcohol served events.
- C. Requests to sell alcohol on the CWU Ellensburg campus using a special occasion license must be received by the President's Office and scheduling center at least 60 DAYS PRIOR to the event.
- D. If approved, information on how to apply online to the Washington State Liquor Control Board for a banquet permit will be provided to the campus host or sponsoring organization.
- E. Permits / Licenses
 1. If alcohol is to be served, the sponsor will complete one of the following online forms:
 - a. [Banquet Permit Request](#): required in order to serve wine and beer (hosted event)
 - b. [Special Occasion License](#): required in order to sell wine and beer (no-host event)
 - c. [Licensed Server Permission](#): required in order for a non-CWU, licensed business to sell alcoholic beverages at a public university event.
 2. Such requests must be submitted within the time-frame noted on the forms. Requests will be forwarded to the President's Office for review and approval. A letter authorizing the serving of alcoholic beverages on Ellensburg campus will be sent to the event sponsor and the scheduling center.
 3. A banquet permit allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business where alcohol is provided at no cost to the attendees. Examples include weddings, company banquets, retirement parties, and club, organization or church events. [You may purchase the banquet permit here.](#)
 4. A special occasion license allows a nonprofit organization to sell liquor at a specific time date and place. Examples include fundraising dinners, gala events, auctions and wine tastings. Requests for a special occasion license must be received by the President's Office and scheduling center NO LESS THAN 60 DAYS PRIOR to the event. If approved, the letter of approval must be sent by the sponsoring agent to the Washington State Liquor Control Board AT LEAST 45 DAYS PRIOR to the event and include a check for the fee. For regulations and to apply for the permit, see [this link](#) for details.
 5. A licensed server permission letter allows an outside (non-CWU), legally-licensed business

to sell alcoholic beverages at a public university event. The licensed server will possess all of the correct and necessary permits, giving them the liability to take all responsibility for alcohol service, including but not limited to ensuring all individuals who are served alcohol are age 21 or over and the server(s) will actively mitigate high-risk drinking. Examples where a licensed server may be used include receptions at museums and art galleries on campus. Licensed servers will provide their own liquor for sale. Costs related to this service may be paid by individual event attendees or the sponsoring department. Sponsoring departments may not collect revenue from this service. Requests to serve alcohol on the CWU Ellensburg campus must be received by the President's Office and scheduling center at least TWO WEEKS PRIOR to the event.

6. Any student club holding an event where alcohol will be served requires the staff or faculty sponsor of the club to submit the request for the approval letter and apply for the permit(s).
7. All event sponsors will comply with security requirements as determined by the director of police services. A copy of the request to serve alcohol on CWU-Ellensburg campus will be sent by the scheduling center to the CWU Police Department to determine security needs. Failure to agree to meet the security requirements as determined by the director of police services will result in the denial of the request.
8. The Banquet Permit or Special Occasion License will be posted in plain view at the event the entire time alcohol is being consumed.
9. When alcohol is being served at a social event, the sponsoring group will provide nonalcoholic beverages and food.
10. Alcohol server training is available [here](#). It is recommended that all events be staffed by one or more designated individuals who have completed alcohol server training.

(2) University Centers

- A. Faculty and staff located at a CWU University Center must coordinate any request for use of facilities and abide by any requirement of the community college where the University Center is located.

- (3)** Any sponsoring organization that intends to serve alcoholic beverages on the CWU-Ellensburg campus must comply with all applicable Washington State liquor laws. Any personal or property damages that occur as a result of serving alcohol will be the responsibility of the event sponsor. Violations of this procedure or any applicable state law will result in sanctions and/or disciplinary action. For students, the Dean of Student Success will determine the appropriate sanction. Human Resources will work with the appropriate appointing authority when employees are involved. For external sponsoring organizations, the President's Office will be notified.