



ADMINISTRATIVE PROCEDURES

Alcohol Purchase and Use

NOVEMBER 2007

BUSINESS AND FINANCE

BOT POLICY
2.30.03 & 5.30.05

ADMINISTRATIVE PROCEDURE
5.30.05-A

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1.0 Purpose

This procedure establishes guidelines for the purchase and use of alcoholic beverages within Community Colleges of Spokane (CCS).

2.0 Limitations and Requirements

In order to protect CCS students, employees, and constituents, CCS restricts the use and purchase of alcohol and restricts the authority for approval for use and purchase to appropriate administrators. These procedures are defined within two categories as outlined below: instructionally related use and event use.

3.0 Instructionally Related Use

- 3.1 Alcohol may only be used for cooking purposes within culinary or restaurant courses that include practical experience in food preparation. Alcohol shall NOT be used or served in bartending, mixology or other courses. Preparation of "mocktails" is permitted in the instructional environment. Field trips to licensed establishments or wineries (for students of legal drinking age) are allowable for instructional purposes with advance administrative approval.
- 3.2 Alcohol to be used for instructional purposes may be purchased with CCS institutional funds through the District Purchasing Office. Purchase requisitions must detail the amount, type and purpose for the alcohol purchase and be approved by the appropriate administrator.

4.0 Event Use

- 4.1 CCS does not have authority to use institutional funds for hosting (social) activities. For purposes of this procedure, hosting means that the event is social rather than business related.
 - 4.1.1 CCS institutional funds may not be used to obtain alcohol for social purposes or events. With prior approval, the purchase of alcohol may be allowed through a Foundation fund, barring donor restriction on the use of the fund for that purpose. Such purchases require approval of the fund manager and the fund administrator.
 - 4.1.2 Special arrangements may be made with the Foundation to purchase alcohol for fund raising events.
 - 4.1.3 Donations of unopened alcohol purchased from licensed retail sources are permitted.
- 4.2 In the event alcohol will be served at an institutional event, the college president, IEL chief executive officer, or CCS chancellor must approve the serving of alcohol and ascertain that the appropriate Washington State Liquor Control Board (WSLCB) permit is acquired in advance of the event.
 - 4.2.1 The type of permit obtained is subject to specific criteria established by the WSLCB.

- 4.2.2 The written authorization must specify the date, time, location, purpose and type of event, the type of alcohol to be served (beer/wine/spirits) and type of permit to be obtained.
- 4.3 At any event where alcohol is served, non-alcoholic alternatives must also be served. In order to mitigate the risks associated with serving alcohol, light refreshments should be served.
 - 4.3.1 Appropriate supervision must be in place to ensure that underage persons do not consume alcohol and that alcohol is not served to people who are becoming intoxicated.
 - 4.3.2 Identification of “designated drivers” and discouraging drinking and driving shall be emphasized in advertising and during the event.
 - 4.3.3 Service of non-alcoholic light refreshments shall be governed by existing administrative procedures - *Approval to Serve Coffee and/or Light Refreshments (CCS form 2119)*

5.0 Additional Information

- 5.1 Title 66 RCW Alcoholic Beverage Control
RCW 66.12.140 (<http://apps.leg.wa.gov/RCW/default.aspx?cite=66.12.140>), Use of alcoholic beverages in culinary, restaurant, or food fermentation courses.
RCW 66.20.010 (<http://apps.leg.wa.gov/RCW/default.aspx?cite=66.20.010>), Liquor permits classified—Issuance—Fees.
RCW 66.28.160 (<http://apps.leg.wa.gov/RCW/default.aspx?cite=66.28.160>), Promotion of liquor at colleges and universities.
- 5.2 Title 314 WAC Liquor Control Board
WAC 314-05, (<http://apps.leg.wa.gov/WAC/default.aspx?cite=314-05>), Special Occasion Licenses.
WAC 314-18, (<http://apps.leg.wa.gov/WAC/default.aspx?cite=314-18>), Banquet Permits.
WAC 314-38, (<http://apps.leg.wa.gov/WAC/default.aspx?cite=314-38-040>), Permits.
- 5.3 Washington State Liquor Control Board, Banquet Permits Information, CIB 2, 6/2006 (<http://www.liq.wa.gov/publications/publications.asp>)
- 5.4 Washington State Liquor Control Board, Special Occasion License Information, CIB 8, 6/2006 (<http://www.liq.wa.gov/publications/publications.asp>)
- 5.5 Office of Financial Management, State Administrative and Accounting Manual, 70.10 “Coffee and Light Refreshments,” (<http://ofm.wa.gov/policy/70.10.htm>)
- 5.6 CCS, Approval to Serve Coffee and/or Light Refreshments, CCS form 2119 (<http://inet.ccs.spokane.edu/forms/district/ccs2119.pdf>)
- 5.7 Board of Trustees Policies, [2.30.03 Drug Free Workplace](#) and [5.30.03 Internal Control](#).

Implemented: December 2007
Cabinet approval: December 17, 2007