

# Serving Alcohol at University Activities

University Standards: STN-U1300.03B

**Effective:** January 17, 2023

## Authority

[POL-U1300.03](#) Preventing the Misuse and Abuse of Alcohol and Other Drugs Policy

## See Also

[FRM-U1300.03B](#) Application to Serve Alcoholic Beverages at a University Activity

[POL-U5348.16](#) Purchasing Food and Beverages Policy

[FRM-U5348.16A](#) Food and Beverage Approval Form

## Responsible Office

Offices of Vice Presidents: Each Vice President's Office is responsible for the approval of alcohol service at University events under their purview.

Purchasing Department: The Chief Procurement Officer oversees compliance for the purchasing of food and beverages including the service of alcohol.

## Purpose of Standards

To ensure the appropriate and safe use, service, and handling of alcoholic beverages at University activities.

## Definitions

### **Acting Vice President/President:**

Individual to whom responsibilities of the Vice President or President have been officially delegated for a fixed period of time during the Vice President or President's absence.

### **Event Coordinator:**

Individual responsible for the planning and execution of the University activity.

### **University Activity:**

Any academic or non-academic activity or event approved, funded, or sponsored/co-sponsored by the University including but not limited to those activities which are extension of academic courses, internships, field trips, conferences, athletic events, or other activities or events sponsored by Western Washington University, Outreach and Extended Education, Education Abroad, the Western Foundation, or the Western Alumni Office.

## Required Standards

### 1. Alcohol Discouraged when Students Under Age 21 are Invited Guests

Serving alcohol at University events and activities when under-aged students are invited guests is discouraged.

### 2. Department Head Responsible for Ensuring Activity Meets Requirements

The Department Head seeking approval to have alcohol served at a University activity under their purview must first ensure that compliance with these standards can be met including meeting eligibility requirements for a state banquet permit (see Section 5).

The Department Head may designate an Event Coordinator to be responsible for facilitating the requirements of these standards and related policies and procedures. Regardless of delegated responsibilities, the department head maintains full accountability for compliance.

See *Serving Alcohol Compliance Checklist* ([GDL-U1300.03A](#))

### 3. Alcohol Strictly Prohibited During Standard Business Hours

The consumption of alcohol is strictly prohibited during any University activity before 5 p.m. regardless of the location of the activity (e.g., on or off campus). Alcohol may not be served past 2 a.m.

Per Section 8 of the policy, employees are prohibited from being under the influence of alcohol or drugs during work related activities. See policy ([POL-U1300.03](#)) for exceptions.

### 4. Vice President Approval Required Prior to the Activity

Requests to serve alcohol during University activities must be approved by the appropriate Vice President, or President when applicable, prior to the event. VP approval may only be delegated to a Dean or an Acting VP or President.

No alcohol service is to be approved unless all requirements in these standards can be met.

To request approval:

- a) Submit an [Application to Serve Alcoholic Beverages](#) (21 days in advance is preferred)
- b) Once approved, the department head is to obtain a State Banquet Permit (see #5)
- c) Food service is required when serving alcohol so departments will need to complete the [Food and Beverage \(F&B\) Approval Form](#). (21 days in advance is preferred)

If the F&B form is not approved, no service of alcohol is permitted even if the Application to Serve Alcoholic Beverages is approved.

**Exception:** Steps a) and b) above are not required when hosting interview candidates at a restaurant.

#### 5. Department Head Must Sign for State Banquet Permit

The Department head must be the signer of the on-line [state banquet permit](#) to attest to meeting permit requirements. Signing off on the permit is **not to be delegated**. Permit requirements include:

- a) The event must be an invitation only gathering; it is not to be an open event or advertised to the public including social media,
- b) The event cannot be for business promotions,
- c) Alcohol must be purchased from a retail store at full retail price. buy or accept delivery of liquor from any manufacturer, brewer, distributor, distiller, winery, importer, or agent thereof is prohibited. Donated alcohol is not permitted.

*Exception:* WWU Foundation sponsored events are permitted to receive and serve donated alcohol as a 501c3/6 non-profit entity.

- d) Alcohol must be served free of charge. No separate or additional charge may be made for alcohol (including being sold for cash, scrip, tickets or any other manner) Donations cannot be accepted.

*Exception:* Package deals are allowed that may include, for example, the cost of dinner, alcohol, and entertainment. To ensure participants receive an equal share, tickets exchangeable for drinks may be issued as part of the package price. No profit may be made from the packaged deals.

- e) Alcohol is to be served and consumed only in the portion of the premises approved.
- f) No gambling activities, including raffles, are permitted where alcohol is served unless a raffle permit is obtained. See [Obtaining Approval to Hold a Raffle](#).

In addition to being eligible for a state banquet permit, the Department Head must ensure:

- a) The state permit is obtained after receiving VP approval for serving alcohol and prior to the event,
- b) The permit is posted in a conspicuous location, and

- c) Full cooperation is given to state Liquor Board inspectors in the event of a random inspection. The state permit is sent to local liquor enforcement offices.

See exception in Section 4 regarding state permits.

## **6. State Licensed Alcohol Bartenders/Servers Required**

Departments approved to have alcohol served during a University activity must ensure only licensed bartenders and servers who have valid state alcohol server permits are provided whether the event is on- or off-campus. Such bartenders and servers are to be provided by the event caterer or venue.

Departments must ensure adequate funds are available to support the expense of the servers. See [University Catering Services alcohol service fees](#).

## **7. Chart 2 or 3 Funds Must be Used**

Use of Chart 1 funds is strictly prohibited unless self-sustaining funds are collected in accordance with the exception listed under Section 5.d. The department head must ensure adequate Chart 2 or 3 funds are available to cover the cost of the:

- a) Alcohol,
- b) State banquet permit, and
- c) Hired licensed alcohol servers.

## **8. Disposal of Unused Alcohol**

No University staff or event attendee may remove, take personal ownership, or dispose of unused alcohol following the conclusion of the event (with the exception of 9.b. below).

### **When using University Catering Services:**

- a) All opened leftover beer, wine, and cider will be disposed of properly by designated University Catering staff.
- b) All unopened leftover or excess beer, wine, and cider and leftover opened, or unopened spirits will remain in the custody of University Catering and transferred to appropriate employees of the WWU Foundation.

The Foundation will not maintain inventory for other areas or departments. All alcohol collected by the Foundation will be forfeited by the hosting department and used at the Foundation's discretion for future Foundation events.

**When using another service provider to serve alcohol:**

As applicable, the terms of the agreement between Western and the event venue or caterer will stipulate how leftover alcohol is to be disposed

**9. Controls to be Implemented to Prevent Misuse/Abuse of Alcohol**

At a minimum, the following controls must be implemented to prevent the misuse or abuse of alcohol:

- a) Guests are prohibited from bringing their own alcohol.
- b) Non-alcoholic beverages must be available for guests at all times during the event,
- c) Food must be provided in accordance with the *Purchasing Food and Beverages Policy* ([POL-U5348.16](#)).
- d) Two individuals should be present when purchasing and delivery alcohol to the caterer. Alcohol is to be delivered immediately after the purchase.
- e) Alcohol consumption is limited to the immediate premises where alcohol is approved to be served; event coordinators should be aware of a venue's rules about physical boundaries for alcohol consumption
- f) Games or devices that encourage or facilitate the rapid and/or excessive consumption of alcohol are strictly prohibited.
- g) The on-site catering manager, department head, and/or server has the authority to limit or discontinue alcohol service at their discretion either for the entire event or to an individual to mitigate potential risks.

The department may implement additional or stricter controls to reduce liabilities associated with the service of alcoholic beverages.