

# 11-3: Alcohol Beverage Service

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There is no alcohol beverage service allowed at Fort Lewis College without a Special Event Permit or an Administrative Approval.

Fort Lewis College (hereafter referred to as the "College") does not hold a license to serve alcoholic beverages on campus; but there are two procedures that can and must be followed to obtain permission to serve or sell alcohol at specific events planned on College property. These two procedures are either an Administrative Approval or a Special Event Permit.

This policy is not intended to be all-inclusive of the laws, rules and regulations governing service or sale of alcoholic beverages at the College. Where service or sale of alcoholic beverages is requested at a scheduled campus event, contact the College Union Operations/Facilities Office. Approval is not automatic; the College reserves the right to approve or refuse any request for service of alcoholic beverages on campus property.

### I. SPECIAL EVENT PERMIT

#### A. Definition

1. A Special Event Permit is issued subject to the laws of the State of Colorado under the provisions of Title 12, Article 48, Colorado Revised Statutes. It is issued to an unlicensed, non-profit organization by the Colorado Department of Revenue through the Durango City Clerk's Office, with College approval (see C. APPLICATION PROCEDURE).
2. The College is allocated ten (10) Special Event Permits each year. Since Alumni and Foundation have been designated as separate, non-profit entities, each of these groups has been allocated an additional ten (10) Special Event Permits. There are a total of thirty (30) Special Event Permit opportunities at the College each year.
3. Special Event Permits are required under any of the following conditions:
  - a) Alcohol will be sold at the event and the event is open to the public.
  - b) Alcohol will be sold at the event and the event is not open to the public.
  - c) Alcohol will be served (but not sold) at the event and the event is open to the public.

#### B. Requirements

The following requirements must be met in order to obtain a Special Event Permit for an event at Fort Lewis College:

1. Location of the event is a College facility, or on College property, but not in a facility or location where academic classes are in session.
2. Event must be held on a specific day and time at a designated location. A Permit is not transferable, nor is it valid for any event, location, day or time other than the one for which it is issued.
3. Event must not conflict with the educational purpose of the College.
4. Sponsoring group is a College administrative or departmental entity, or contract group.
5. Any alcoholic beverages sold or served must be sold or served by the drink only.
6. Only alcoholic beverage(s) permitted for sale or service by the Permit may be sold or distributed at the licensed premises.
7. Consumption of alcoholic beverage(s) must remain within defined, licensed premises.
8. Food and non-alcoholic beverages must also be available.
9. As the College does not have a license to serve alcoholic beverages, Campus Dining Services (CDS) cannot purchase the approved alcoholic beverage(s). Once the Event Coordinator (EC) has received the Special Event Permit, the EC must purchase the approved beverage(s) and arrange for storage with CDS prior to the event. The Special Event Permit license number must be provided to the distributor when the beverage(s) are purchased.
10. No alcoholic beverage(s) may be served to persons under the age of 21 years. If minors will be present, CDS must provide the bartender(s) at \$25.00 per hour. Athletic events and events in the Concert Hall are exempt from the CDS contract. In addition, depending on requested service, there are the following corkage fees:
  - Beer and wine \$1.00 per person corkage fee
  - Beer, wine, and mixed drinks \$1.50 per person corkage fee (Corkage fees include glassware, linens, ice, napkins, and physical set-up.)
11. If minors will not be present at the event, and the EC chooses to use individuals from the event as servers, then the EC must submit in writing a method of ensuring that all applicable laws, rules and regulations governing the service of alcoholic beverages on campus will be followed.

12. If deemed necessary by the College Campus Police, additional supervision and security must be provided. The EC will submit in writing provisions for meeting this requirement.

### C. Application Procedure

1. At least 55 days prior to the event, the EC should contact College Union Operations/Facilities to obtain and complete the "[Request for Service of Alcoholic Beverages Form](#)" form. A printable form is available by selecting Request for Service of Alcoholic Beverages Form. After completion of the form, it will be determined whether a Special Event Permit is required. The selection of an appropriate venue should be made at this time.
2. If a Special Event Permit is required, the EC will need to apply for a letter of College knowledge and approval. If College approval is granted, College Union Operations/Facilities will prepare a letter confirming and approving the details of the event to include date, time, location, menu and method of security. This letter will also state that the College gives the EC permission to seek a Special Event Permit for the event through the Durango City Clerk's Office. The Durango City Clerk requires this letter of College knowledge and approval before proceeding with the application process.
3. The EC will also be required to provide a diagram defining the area of sale and consumption, and copies of any advertising to be posted for the event. Once the diagram and advertising have been approved, they should be attached to the letter of College knowledge and approval for submission to the Durango City Clerk's Office.
4. The EC will deliver this letter of College knowledge and approval, with attachment(s), to the Durango City Clerk's Office and complete the State and City Special Event Permit applications, paying appropriate fees with each application, and following all instructions and directives.
5. After all requirements have been met, and if application is approved, the Colorado Department of Revenue will issue and mail the EC a Special Event Permit for the event. This Permit must be available for inspection, if requested, at any time during the event.

## II. ADMINISTRATIVE APPROVAL

### A. Definition

1. An Administrative Approval is special permission granted by the College to serve alcoholic beverages at a specific, approved, scheduled event on College property when a Special Event Permit is not required.
2. An Administrative Approval is required when alcohol will be served (but not sold) at an event and the event is not open to the public but is by special invitation to members and invited guests only. This event is then considered to be a "private party" and under the law exempt from a Special Event Permit. Examples of events that qualify for an Administrative Approval are:
  - Reception, by special invitation to invited guests only, where alcohol is served and there is no admission charge.
  - Dinner, by special invitation to invited guests only, where the admission charge is uniform to all participants and includes the price of any alcohol served whether consumed or not. Cash bars not allowed.

### B. Requirements

The following requirements must be met in order to obtain an Administrative Approval for an event at Fort Lewis College:

1. Location of the event is a College facility, or on College property, but not in a facility or location where academic classes are in session.
2. Event must be held on a specific day and time at a designated location. An Administrative Approval is not transferable, nor is it valid for any event, location, day or time other than the one for which it is issued.
3. Event must not conflict with the educational purpose of the College.
4. Sponsoring group is a College administrative or departmental entity, conference or contract group.
5. Event is considered a private party, which means the event is by special invitation to members and invited guests only.
6. Alcoholic beverages will not be sold.
7. Only alcoholic beverage(s) approved through an Administrative Approval may be served at the event.
8. Consumption of alcoholic beverage(s) must remain within approved premises.
9. Food and non-alcoholic beverages must be available.
10. As the College does not have a license to serve alcoholic beverages, CDS cannot purchase the approved alcoholic beverage(s). Once the Administrative Approval has been received by the EC, the EC must purchase the approved beverage(s) and arrange for storage with CDS prior to the event.
11. No alcoholic beverage(s) may be served to persons under the age of 21 years. If minors will be present, CDS must provide the bartender(s) at \$25.00 per hour. Athletic events and events in the Concert Hall are exempt from the CDS contract. In addition, depending on requested service, there are the following corkage fees:
  - Beer and wine \$1.00 per person corkage fee
  - Beer, wine, and mixed drinks \$1.50 per person corkage fee  
(Corkage fees include glassware, linens, ice, napkins and physical set-up.)

12. If minors will not be present at the event, and the EC chooses to use individuals from the event as servers, then the EC must submit in writing a method of ensuring that all applicable laws, rules and regulations governing the service of alcoholic beverages on campus will be followed.

13. If deemed necessary by the College Campus Police, additional supervision and security must be provided. The EC will submit in writing provisions for meeting this requirement.

**C. Application Procedure**

1. At least ten (10) days prior to the event, the EC should contact College Union Operations/Facilities to select an appropriate venue and to complete the 'Request for Administrative Approval to Serve Alcoholic Beverages.

2. Attach copies of any advertising for the event to the request form.

3. The request will be approved if the event meets the criteria for an Administrative Approval.

<b>SPECIAL EVENT PERMIT OR ADMINISTRATIVE APPROVAL</b>		
	Special Event Permit	Administrative Approval
<b>A. Alcohol Sold</b>	Yes	No
Event Open to Public		
<b>B. Alcohol Sold</b>	Yes	No
Event Not Open to Public		
<b>C. Alcohol Served, But Not Sold</b>	Yes	No
Event Open to Public		
<b>D. Alcohol Served, But Not Sold</b>	No	Yes
Event Not Open to Public		(CASH BARS NOT ALLOWED)
Attendance by Special Invitation		

**FORMS:**

[Request for Service of Alcoholic Beverages Form](#)

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## Revision History

Revised procedure (Request for Service of Alcoholic Beverages Form) approved by the Associate Vice president, Finance and Administration, February 14, 2017.