

## CCS Administrative Procedure

### 5.30.05-A Alcohol Purchase and Use

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Implementing Board Policy [5.30.05](#) and [2.30.03](#)

Contact: District Director of Fiscal Services, 434-5210

#### 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, 5.30.01K – Coffee and/or Light Refreshments / Meals at Meetings.

## 5.0 Related Resources

- 5.1 Approval to Serve Coffee and/or Light Refreshments form, [CCS 2119](#).
- 5.2 Request for Alcoholic Beverage Use, [CCS 2155](#)
- 5.3 [Title 66 RCW](#) Alcoholic Beverage Control.
- 5.4 [Title 314 WAC](#) Liquor Control Board.
- 5.5 Washington State Liquor Control Board Publications: [CIB 2](#), Banquet Permit Information and [CIB 8](#), Special Occasion License Information.
- 5.6 OFM, SAAM [70.10](#) - Coffee and Light Refreshments.

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