



## PROCEDURES

Policy Name:	Alcohol
Policy Number:	3805
Applicable Code/Law:	WAC 314-18-070, WAC 314-11-025

### 1. COLLEGE SPONSORED EVENT PROCEDURES:

A request for an exemption to Policy 3805 must be in writing and directed to the College President a minimum of 30 calendar days before the event. Upon the granting of the exemption the applicant/sponsor is responsible for contacting the College Facilities Rental Coordinator to process the appropriate College forms as well as the required State of Washington liquor permit application(s).

The sponsor of the event will be required to have law enforcement officers and/or Shoreline Community College campus security present during the time that alcohol is being served. Sponsors will be required to have a security presence as recommended by the Director of Safety & Security for the event. The sponsoring party will be responsible for any additional cost.

The following approvals and forms must be in place 15 calendar days before the scheduled event:

- a. Approval in writing from the College President
- b. Signature of the Facility Rental Coordinator
- c. Signature of the College food service representative (when applicable)
- d. Completed College forms including room reservation confirmation/number, and signed Shoreline CC department co-sponsored event paperwork, and (if applicable) Shoreline CC rental agreement establishing the applicant/contact and responsible parties
- e. Completed and approved State of Washington permit(s) to serve alcohol

Failure to have all required approvals and documentation in place 15 calendar days before the event will result in the cancellation of the alcohol exemption.

### 2. SHORELINE COMMUNITY COLLEGE RENTAL EVENTS PROCEDURES:

Individuals and organizations seeking to serve alcohol in conjunction with the rental of facilities on the Shoreline Community College campus must secure the following approvals a minimum of 15 calendar days before the event:

- a. Approval in writing from the Senior Executive Director / Chief Financial Officer of the College

- b. Completed and fully executed authorization granting permission to serve alcoholic beverages on the Shoreline Community College Campus
- c. State of Washington Banquet or Special Events permit issued by the Washington State Liquor Control Board
- d. Listing of Licensed Servers that will be serving the event as recommended by Washington State law
- e. College facilities rental confirmation and an approved SCC facility rental agreement

Failure to have all required approvals and documentation in place 15 calendar days before the event will result in the cancellation of the alcohol exemption.

The sponsor of the event will be required to have law enforcement officers and/or Shoreline Community College campus security present during the time that alcohol is being served. Sponsors will be required to have a security presence as recommended by the Director of Safety & Security for the event. The sponsoring party will be responsible for any additional cost.

No one under the age of 21 years will be served alcohol at any event on the campus of Shoreline Community College.

The applicant will accept responsibility for compliance with all Shoreline Community College policies and procedures, Washington State laws and Washington State Liquor Control Board regulations.