



Possession and Consumption of Alcoholic Beverages

March 2006

Human Resources

Administrative Policy TBD

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1.0 Possession and Consumption of Alcoholic Beverages Objectives and Responsibilities

This alcohol policy, like other standards of conduct applicable to the College community, is intended to further the educational mission of Columbia Basin College (CBC). CBC's mission includes the development of ethically sensitive and responsible individuals who are able to understand and appreciate the need for both individual freedom and to accept the restrictions intrinsic to living in a community. Thus, while we balance personal liberty with responsibility, and educational opportunity with liability concerns, our intent is to determine the appropriateness of alcohol at each event, attempting to strike the appropriate balance of these conflicting principles.

The development of a philosophy and corresponding regulations concerning the use of alcoholic beverages at CBC is challenging, yet essential. Such a policy must show concern for the health, safety and welfare of all individuals (members of the campus community as well as those from outside the campus), and for the social and educational environment of the College community. Thus, this policy includes statements regarding our Consequences (Appendix A), Events with Alcohol Checklist (Appendix B) and Registration Form for Events with Alcohol (Appendix C).

CBC strives to balance the following principles:

- 1.1 The CBC alcohol policy must be in compliance with the laws of the State of Washington, the local community, and the College.
- 1.2 In our litigious society, institutions are often found to be liable for individual behavior, particularly as to college students. At CBC functions, both on and off campus, we strive to minimize CBC's liability in this regard.
- 1.3 CBC strives to provide an educational setting in which students can learn about both the freedom and the responsibility involved in the exercise of personal choice.

2.0 General Policy and Rules Governing Alcohol Use

The decision as to the extent and use of alcohol at CBC functions (on and off campus), and all non-CBC functions on the CBC campus resides with the Vice President for Administration or his/her designated representative.

2.1 CBC Prohibits:

- 2.1.1 The illegal or unauthorized possession, consumption, or sale of alcoholic beverages, or the furnishing or possession of alcoholic beverages to persons under the age of 21 years on property owned or controlled by the College or as part of any CBC event, or possession and

consumption of alcoholic beverages in unauthorized areas by those over 21 pursuant to WAC 132S-40-165(8).

- 2.1.2 The consumption of alcoholic beverages by all College students and employees so as to 1) adversely affect academic or job performance, 2) endanger the physical well-being of others/oneself, and/or 3) leads to damage of property.
 - 2.1.3 The possession, sale, distribution, promotion or consumption of an alcoholic beverage in a manner that constitutes a violation of federal, state or local laws, including the sale, directly or indirectly, of any alcoholic beverages at a premise or by an entity not licensed for such sales on CBC property or as part of any CBC event. No state funds (including College and student fees) may be used to purchase alcohol.
 - 2.1.4 Alcoholic beverages are not allowed on campus for athletic contests or events unless authorized by the President.
- 2.2 Policy for Events with Alcohol (on or off campus)

In order to minimize the risk of alcohol abuse, promote compliance with the law, and encourage all campus constituents to make responsible decisions about alcohol, the following rules are designed to control the volume and nature of alcohol products available, and ultimately, reduce the risk of alcohol-related problems.

- 2.2.1 All events with alcohol available must be registered and subsequently approved by the Vice President for Administration or his/her designated representative. In addition, student organizations must also gain approval by the Vice President for Student Services or his/her designated representative. Non-CBC groups must pay a deposit when the room reservation is made. See the "Registration Form for Events with Alcohol" (see Appendix C).
- 2.2.2 At any event at which alcohol is available, sufficient quantities of non-alcoholic beverages must be available. Food must also be available at no additional charge (above the cost of the event).
- 2.2.3 Advertisements of social events with alcohol shall not promote or describe (text or graphics) the availability of alcoholic beverages nor promote the consumption of alcohol by minors.
- 2.2.4 College regulations prohibit the possession or consumption of any alcoholic beverage on CBC grounds unless the College has sanctioned the location and/or conditions for possession or consumption. The location of the event must identify an area where the alcohol is served and consumed. This area must be secure so that only those individuals 21-and-over have access to the serving area.
- 2.2.5 The service of alcohol at all on-campus events must stop one hour prior to the events' ending time.
- 2.2.6 The social event organizers must properly dispose of any partially filled and empty alcohol containers at the conclusion of the event.
- 2.2.7 Violators of this policy will be subject to College disciplinary actions.

Appendix A Consequences

All members of the CBC community are expected to comply with applicable local, state and federal laws regarding the possession, use or sale of alcohol, whether on or off campus. All members are expected to comply with all College regulations regarding alcohol possession or use while on duty or on official state business, or in attendance at a CBC event, whether on or off-campus. If attendance at an event is not urged by management and no state funds or resources are used, and the event is not state business (i.e., you are attending a private party as a private citizen), then members are not subject to this policy. At that point, while the decision to consume alcohol belongs solely to the individual, he/she should use discretion as a CBC representative in the community.

- A. Any student who violates College policies or applicable law may be subject to disciplinary actions and/or referral to the appropriate police department for prosecution consideration purposes. Disciplinary actions for students may range from warning to expulsion as provided by WAC 132S-40-170, Student Policies and the CBC Student Handbook. The severity of action will depend, in part, on whether this is a first incident or a repeat violation, the seriousness of the misconduct, and the student's attitude.
- B. Any employee found to be in violation of this policy or applicable law may be referred to an employee assistance program or alcohol treatment program through the Human Resources Office, and subject to disciplinary action, which may include termination from employment. By law, employee health coverage provides for some treatment for alcohol dependency.
- C. When Non-CBC groups violate this policy prior to the scheduled event, the event will be cancelled. If a violation is found to have occurred during the event, the sponsoring group will forfeit the deposit and may be charged additional fees as necessary.
- D. Washington Revised Statutes related to alcohol generally include:
 1. RCW 66.44.270 - Providing liquor to a person under the age of 21 years is illegal and any violation of this law is a gross misdemeanor, and may result in penalties pursuant to Chapter 9A.20 RCW.
 2. RCW 66.44.200 – Providing or selling liquor to an intoxicated person apparently under the influence is an infraction punishable by a fine of not more than five-hundred (500) dollars.
 3. RCW 66.44.310 - Purchasing or possessing alcohol by a person under the age of 21 years or entering a licensed premise by a person under 21 is illegal, with a fine of not more than \$1,000. A person under 21 years of age who misrepresents his/her age is in violation of this law, and if convicted is a misdemeanor punishable by a fine of not more than a thousand (1,000) dollars or by imprisonment in a county jail for not more than ninety (90) days, or both.

Appendix B

Events with Alcohol Checklist

1. All events with alcohol must be registered and approved by the Vice President for Administration (or his/her representative). To register an event, the “Registration Form for Events with Alcohol” (See Appendix C) must be completed and submitted for approval.
2. Alcohol must not be served to any person who is visibly intoxicated.
3. Individuals serving alcohol must be bartenders of legal age and properly trained.
4. Service of alcohol must stop one hour prior to the end of the event.
5. Adequate amounts of non-alcoholic beverages must be available to attendees. Food must also be available, but not at an additional charge. The quantity of alcohol available for an event must be limited to a reasonable amount to be consumed per person (i.e., at a rate of one drink per hour).
6. Advertisements for the event may not promote alcohol in any manner (text or graphics) or consumption of alcohol by minors. Copies of all advertisements shall be available for approval.
7. At the conclusion of the event, all partially filled and empty alcohol containers must be properly disposed.

Appendix C

Registration Form for Events with Alcohol

All CBC events, both those on and off campus, must be registered and pre-approved by the Vice President for Administration at least three (3) weeks prior to the scheduled event. Please complete all sections of this form and obtain the required signatures for approval. Refer to the "Events with Alcohol Checklist" (see Appendix B) and the Possession and Consumption of Alcoholic Beverages Policy.

Sponsoring Group: _____
 CBC GROUP

OFF-CAMPUS GROUP*

*Deposit must be made when a room/facility is reserved.

Group Contact Person: _____

Phone #: ____ / ____ / ____

Address: _____

Event (title): _____

Description: _____

Participants (check all that apply):

Students

Faculty / Staff

Other: please specify: _____.

Date of Event: _____ Start Time: _____ End Time: _____

Location: _____ Anticipated number of participants: _____

ON CAMPUS

OFF CAMPUS

Type of alcohol service:

Cash Bar

Open Bar

Security Issues (please answer each question thoroughly, using additional paper if necessary):

1. Provide a diagram of the event, indicating where the alcohol will be served and the access points.

2. How will access to alcohol be controlled to ensure only those 21 or older will have access to alcohol (ID verification, bracelets distributed, etc.)?

3. How will you monitor access in order to limit consumption to stay within reasonable health guidelines and legal intoxication limits?

4. Who will be serving the alcohol? Describe what other beverages and food will be provided. How will partially full and empty containers be disposed of?

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I have read and understand the CBC Possession and Consumption of Alcoholic Beverages Policy with the accompanying appendices. I agree to abide by the guidelines and rules of the CBC alcohol policy, Washington regulations, and the laws of the State of Washington. If any rules are not followed or adhered to, the event may be cancelled, the alcohol service may be immediately terminated, and any deposit monies may be forfeited.

Group Representative: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

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Student event (requires approval of VP for Student Services or his/her designee)

V.P. for Administration: _____ Date: ___ / ___ / ___

- Approved
- Not Approved

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Distribution of Approved Form:

- Sponsoring Group's Contact Person
  - VP for Student Students (if applicable)
  - Other: \_\_\_\_\_
- \_\_\_\_\_