

Guidelines for On-Campus Events with Alcohol

PLU Catering is able to add alcoholic beverage service (beer and wine) to catered events that include food service and that complement a planned program in a specific venue as outlined below. Guidelines are designed to foster moderation, accountability and safety in alcohol consumption by persons of legal drinking age.

208 Garfield holds a catering endorsement to its Washington State Liquor Control Board liquor license; all alcohol served on campus must be provided by 208 Garfield.

Pacific Lutheran University follows the University Alcoholic Beverages Policy and all federal, state and local laws regarding the use of alcoholic beverages. The unlawful use, distribution or sale of alcohol by students, staff, and faculty is strictly prohibited.

All on-campus events with alcohol are subject to the guidelines set forth below:

1. **Application.** The Application for Campus Event with Alcohol (ACEA) must be completed, and on file with Event Services three (3) weeks prior to the event.
 - a. Internal Events. The ACEA must be completed by a Director or Dean and submitted to the appropriate Vice President or the Provost for approval and then routed to Event Services.
 - b. Sponsored Events. The ACEA and Request for Sponsored Classification Application must be submitted by a Director or Dean to the appropriate Vice President or the Provost for approval and then routed to the Conference Services Manager in Event Services.
 - c. External Events. The ACEA must be submitted to the Conference Services Manager in Event Services for approval.
2. **Campus Calendar Reservation.**
 - a. Internal Events. Event planners must reserve the event venue and add *Alcohol Service* in Campus Calendar (3) weeks prior to the event.
 - b. Sponsored Events and External Group Events. Clients must confirm the event venue and alcohol service with a signed Venue Rental Contract.
3. **Venues.** 208 Garfield may serve alcoholic beverages in the following venues: Columbia Center, Garfield Book Company, Ingram Gallery and Lobby, Phillips Center for the Performing Arts, Mary Baker Russell Music Center, Mordvedt Library, Morken Center for Learning and Technology, Neeb Center, Nordquist Lecture Hall, Olson Auditorium, and the Anderson University Center. The immediate adjacent outdoor areas to the buildings listed above may be considered for alcoholic beverage service as a part of an event inside the building.
4. **Service Area.** The area where alcohol is served must be defined and clearly marked using readily identifiable barriers such as fencing and/or built in boundaries. 208 Garfield will provide signs to be posted at every entrance or exit stating:
 - a. Private Event (if applicable: RCW 66.24.320 (2) (a)).
 - b. No alcohol beyond this point.
 - c. No one under 21 shall be served.
 - d. Each entrance/exit to the Event must be monitored so that alcohol is not brought in or carried out of the Event.
5. **Security.** Event security may be required at the event at the expense of the Department/Client. Security will be determined on a case-by-case basis by the PLU Department of Campus Safety.
6. **Invitees.** Persons under 21 years of age may attend the function if there are effective safeguards to prevent the consumption of alcoholic beverages by minors. Safeguards can include entry control to admit only invited members and guests, identification of minors by 208 Garfield employee/applicant/host organization, and/or supervision at the service/sale bar by 208 Garfield employee/applicant/host organization.

7. **Event Invitations.** Invitations should emphasize the program and not emphasize that alcohol will be served. Private invitations may mention that alcohol will be served during the event.
8. **Hours of Service.** Service of alcoholic beverages must be discontinued after a reasonable time and any service that exceeds 2 total hours must cease at least one hour prior to the end of the event.
9. **Menu.** Food and non-alcoholic beverages are required throughout the event. PLU Catering Services is the exclusive provider of food, non-alcoholic beverages and service ware for on-campus events.
10. **Alcohol.** Alcohol service must be provided by 208 Garfield. A *208 Alcohol Service Contract* should be signed and on file with Conference and Event Services (3) weeks prior to the event.
11. **Safe Travel.** The event planner/client should be mindful of safe travel when planning event logistics. The host should encourage event attendees to have a designated driver and should make taxi information available to event attendees.
12. **Insurance Coverage.** Internal events are covered by PLU's general liability and liquor liability insurance coverage. **Sponsored and external organizations** must provide general and liquor liability insurance coverage in the minimum amount of \$1 million and name PLU as additional insured. A copy of insurance coverage must be on file with Event Services (2) weeks prior to the event.
13. **Cancellation for Non-Compliance.** Failure to comply with these guidelines, State Law, *University Alcoholic Beverages Policy*, as applicable, may result in the immediate cancellation of an event but will not release the group sponsoring the event from any and all charges associated with the event. Failure to comply may also result in the loss of on-campus space reservation privileges, University disciplinary proceedings and/or criminal charges. **Pacific Lutheran University reserves the right to halt alcohol service at any time during an event.**

RCW 66.24.320 Caterer's endorsement

(2)(a) The board may issue a caterer's endorsement to this license to allow the licensee to remove from the liquor stocks at the licensed premises, ***only those types of liquor that are authorized under the on-premises license privileges*** for sale and service at event locations at a specified date and, except as provided in subsection (3) of this section, place not currently licensed by the board. If the event is open to the public, it must be sponsored by a society or organization as defined by RCW [66.24.375](#). If attendance at the event is limited to members or invited guests of the sponsoring individual, society, or organization, the requirement that the sponsor must be a society or organization as defined by RCW [66.24.375](#) is waived.

RCW 66.24.375 "Society or organization" defined for certain purposes.

"Society or organization" as used in RCW [66.24.380](#) means a not-for-profit group organized and operated (1) solely for charitable, religious, social, political, educational, civic, fraternal, athletic, or benevolent purposes, or (2) as a local wine industry association registered under section 501(c)(6) of the internal revenue code as it exists on July 22, 2007. No portion of the profits from events sponsored by a not-for-profit group may be paid directly or indirectly to members, officers, directors, or trustees except for services performed for the organization. Any compensation paid to its officers and executives must be only for actual services and at levels comparable to the compensation for like positions within the state. A society or organization which is registered with the secretary of state or the federal internal revenue service as a nonprofit organization shall submit such registration, upon request, as proof that it is a not-for-profit group.