

Administrative Series—2000

SPECIAL USE PERMIT—ALCOHOLIC BEVERAGES

Serving of Alcoholic Beverages on College Owned or Controlled Facilities (Except Eola)

- Areas for Consumption:**
1. Alcohol will not be permitted in areas where educational classes are scheduled unless approved by the President.
 2. All alcohol must be consumed in rental areas only. No alcohol will be consumed in areas of public viewing.
 3. All alcohol service will cease one hour prior to conclusion of event.
- Customer:**
1. Request alcohol permit from Event Coordinator through Northwest Innovations in conjunction with catering request.
 2. Shall obtain a one (1) million dollar liability insurance on all events with the exception of Chemeketa Community College or Chemeketa Community College-sponsored events.
 3. Meets with event coordinator to review plans of catered event that includes alcohol restrictions and guidelines.
- Catering Manager:**
1. Seeks permit approval for Temporary Sales License from:
 - a. **College President/Chief Executive Officer** (if alcohol is served in educational areas)
 - b. **Appropriate policing authority**
 - c. **OLCC**
 2. Communicates approval or denial to customer. If permit denied, communicates rationale to customer.
 3. If approved, forwards permit to catering department.
 4. Communicates to Public Safety place and times of alcohol consumption.
- Catering Department:**
1. Day of event, provides licensed servers and posts permit and other required OLCC notices for display at alcohol serving area.

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Serving of Alcoholic Beverages at Chemeketa Eola

Chemeketa Eola has an OLCC winery License which allows for the serving and sale of alcoholic beverages (beer & wine only) by the glass or bottle on premises without the purchase of a special use permit or Temporary Sales License from OLCC.

- Customer:**
1. Contacts the **Chemeketa Eola Event Coordinator** to secure a date and provide information. If catering request is to include alcoholic beverages, **Customer** is given details of Chemeketa Eola Policy and Procedures for having alcohol at a catered event with the restrictions of an OLCC Winery License.
- Event Coordinator:**
1. Coordinates the event with the customer.

September 9, 1991
Adopted College Council
May 8, 1998; March 8, 2006
Revised

May 24, 2016
Revised by College Executive Administration