

ALCOHOL USE RESTRICTED ON THE CAPITOL CAMPUS POLICY

Purpose Statement:

This policy establishes the minimum standards of accountability and responsibility in the restricted use of alcohol on the capitol buildings and grounds (Capitol Campus).

These guidelines are in addition to the rules and other requirements governing activities at the Capitol Campus.

Action:

Transition policy from Department of General Administration to Department of Enterprise Services

Review Cycle: 3 years

Date Approved: January 7, 2013

Approved By: _____ /s/

Joyce Turner
Director

References: [Title 66 RCW Alcoholic beverage control](#)
[RCW 46.61 Rules of the road](#)
[WAC 200-220 Use of the public areas of the capitol buildings and grounds](#)

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POLICY

The Department of Enterprise Services (DES) restricts the use, possession, and distribution of alcohol in public areas on the Capitol Campus under the conditions stipulated in this policy.

Violations of laws and requirements that regulate or prohibit the possession, use, or distribution of alcohol may result in cancellation of your permit to use the Capitol Campus or a citation from law enforcement authorities.

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1. DES does not allow alcohol to be served or consumed in areas of the Capitol Campus that are open to the public.

Alcohol may only be served or consumed at permitted locations with controlled entry as stipulated in this policy.

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2. You must obtain written permission from the Director or the Deputy Director of DES to make alcohol available on the Capitol Campus.

You must submit both a Restricted Alcohol Use Permit Application and [Capitol Campus Event Request Application](#) through our State Capitol Visitor Services program.

We must receive your request to make alcohol available at least 5 full working days before your activity is scheduled to begin.

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3. Payment for your permits and other charges must be received in advance of your activity.

Upon approval of your activity and Restricted Alcohol Use Permit, we will charge you based on our published rate tables. See our Campus Use Rate Schedule for more information.

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4. You must protect the state when you make alcohol available at your activity.

- a. In addition to the conditions listed in our Campus Use Agreement, your Campus Use Permit will include the following immunity and hold harmless requirement:

“To the fullest extent permitted by law, you shall indemnify, defend and hold harmless the State, agencies of State and all officials, agents and employees of State, from and against all claims for injuries, death or damage to property arising out of or resulting from your activity. Your obligation to indemnify, defend, and hold harmless includes any claim by your representatives, or your employees.

You expressly agree to indemnify, defend, and hold harmless the State for any claim arising out of or incident to your activity. You shall be required to indemnify, defend, and hold harmless the State only to the extent claim is caused in whole or in part by negligent acts or omissions of you.

You waive your immunity under Title 51 to the extent it is required to indemnify, defend and hold harmless State and its agencies, officials, agents or employees.”

- b. At our discretion, we may require you or anyone you hire to serve alcohol to obtain comprehensive general liability insurance coverage and liquor liability insurance coverage to protect us should there be any claims, suits, actions, costs, or damages or expenses arising from any negligent or intentional act or omission of you or your representatives under the terms of your permit.

Your insurance coverage shall name us as additional insured.

You shall furnish us evidence in the form of a certificate of insurance satisfactory to us that insurance has been secured. Failure to provide proof of insurance prior to the start of your activity will result in the cancellation of your permit.

5. We have established minimum requirements for Capitol Campus activities when alcohol is made available.

You must be at least 21 years of age and hold an approved current Capitol Campus Use Permit.

The serving of alcoholic beverages on the capitol buildings and grounds must be complementary to and part of your permitted activity.

You must obtain a [Washington State Liquor Control Board Banquet Permit](#).

The only alcoholic beverages that may be possessed or consumed at your activity are those specifically authorized in your Restricted Alcohol Use Permit, and the alcoholic beverages must be consumed only within the permitted area in which the activity is held.

You must control entry to admit only invited members and guests and/or ensure parental control, identification of minors by the applicant/host organization, and supervision at the service bar by the applicant/host organization.

You must establish precautionary measures at the activity to ensure that alcoholic beverages are not served to persons who appear intoxicated.

Persons under the legal drinking age may attend your function if you make sure that no one under the legal drinking age is served, and that the alcohol inventory is controlled in such a way as to prevent its distribution in any way to anyone less than the legal drinking age.

You must designate a person (or persons) over the legal drinking age as the server(s). It is the responsibility of the designated server(s) to enforce proof of age and access to alcohol requirements as outlined in the Restricted Alcohol Use Permit and this policy.

You must make nonalcoholic beverages available at your activity. Nonalcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.

You may not sell alcohol, charge an admission fee, sell cups, sell tickets, and exchange anything of value for alcohol at your activity.

Event participants are not allowed to bring their own alcoholic beverages.

6. Commercial vendors involved in the manufacture, distribution or retail sales of alcoholic beverages may not sponsor an activity where alcohol is made available.

You may invite vendors of alcoholic beverages to provide alcoholic beverages for your activity; however, vendors of alcoholic beverages cannot sponsor activities on the Capitol Campus where alcohol is made available, in accordance with [RCW 66.28.010](#).

7. We will assist you in compliance with the requirements of this policy.

The Visitor Services Manager will review this policy and your approved Restricted Alcohol Use Permit with you.

We may be present at permitted activities and events involving alcohol to assist you in compliance with state laws and Capitol Campus use regulations.

We will inform the Washington State Patrol (WSP) of activities and events involving alcohol. We will determine and coordinate appropriate security measures with you and the Washington State Patrol.

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8. Publicity and advertising concerning your event may not reference the availability of alcoholic beverages.

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Standards and Procedures

- [Procedure - Permitting Use of the Capitol Buildings and Grounds](#)
 - [Campus Use Rate Schedule](#)
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Related policies and other requirements

- Policy – [Appeal of Denial of Use of the Capitol Buildings and Grounds](#)
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Forms and instructions

- [Capitol Campus Event Application](#)
- [Capitol Campus Restricted Alcohol Use Permit Application](#)
- [Washington State Liquor Control Board Banquet Permit](#)

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History

Amended:

January 7, 2013 – Transition from the Department of General Administration to the Department of Enterprise Services

Supersedes:

Department of General Administration policies and related documents

Original Effective Date:

January 7, 2013

To obtain a copy of a historical policy, e-mail the DES Policy Office at policy@des.wa.gov

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POLICY FEEDBACK

Did this Policy successfully answer your questions? Please send your comments to policy@des.wa.gov .