

Entertainment and Alcohol Beverage Permit Application Process Guideline

Lewis-Clark State College developed the Entertainment and Alcohol Beverage Permit Application Process Guidelines (Guidelines) as an informational item to aid in complying with Idaho State Law, Idaho State Board of Education Policy and LCSC Policy. The Guideline may be superseded at any time by Board or College policy. Guideline modification requires Presidential approval.

- 1) Possession, Consumption, and Sale of Alcohol Beverages
 - A. Idaho law states that it is illegal to sell, serve, or furnish beer, wine, or other alcoholic beverage or intoxicating liquor to a person under 21 years of age. It is also illegal for any person under 21 years of age to purchase or attempt to purchase, possess, or consume any alcoholic or intoxicating liquor. For purposes of this policy, the term “alcoholic beverage” shall include any beverage containing alcoholic liquor as defined in [Idaho § Code 23-105](#).
 - B. [IDAPA 08.01.08-100](#) prohibits the possession, consumption or sale of alcoholic in college-owned, leased or operated facilities and on campus grounds including but not limited to lounges, student union buildings, recreation rooms, conference rooms, athletic facilities, and other public areas with the exception of provisions for service and consumption of alcoholic beverages through Idaho State Board of Education [policy, Section I. J](#). The SBOE policy allows for the College President to grant exception to the prohibition against alcohol and for providing alcohol service for specific events that are in compliance with SBOE policy through an Alcohol Beverage Permit Application (Permit).
 - C. LCSC believes that use of alcohol is an individual choice. It supports abstinence and/or responsible use of alcohol as choices. Lewis-Clark State College has established the Guidelines for college and non-college events for the possession, service and/or consumption of alcohol on College owned properties which includes an approved Permit by the President or the President’s designee.
- 2) Alcohol Beverage Permit Consideration
 - A. Permits will only be considered for a specifically designated event that:
 - i. Is consistent with the proper image and mission of the College;
 - ii. Is part of a planned food and beverage program that provides full meal food service or heavy appetizers and readily available non-alcoholic beverages in addition to alcohol service;
 - iii. Alcohol service is not the sole purpose of the event;
 - iv. Limits service of alcoholic beverages to glass or individual serving bottles of beer or wine;
 - v. Contracts with an alcohol service provider who maintains appropriate permits, a valid liquor license, and who can provide proof of insurance coverage, including host liquor liability, liquor legal liability, and commercial general liability insurance in amounts and coverage limits sufficient to meet the needs of the institution, but in no case less than \$1,000,000 minimum coverage per occurrence. Such insurance must list the permitted person/entity, the non-college alcohol distributor, Lewis-Clark State College, The State Board of Education, and the State of Idaho as additionally insured’s, and the proof of

insurance must be in the form of a formal endorsement to the policy evidencing the coverage and the required additional insured's;

- vi. Is not a student sponsored or student hosted event;
- vii. Is not a student athletic event or in conjunction with any student athletic event;
- viii. Is by personal written invitation or through payment of a registration fee, admission fee or purchase of a ticket if open to the general public. Events open to the general public through the purchase of a ticket, must set out a confined and defined area where alcoholic beverages may be possessed and consumed;
- ix. Is in an approved indoor LCSC space, which is the Williams Conference Center, Center for Arts and History, or the Activity Center, Conference rooms and patio. Other spaces may be considered but must have a controlled entrance and exit;
- x. Is for a single contiguous period of time such as a dinner, a conference, a reception, or the like. An extended series of events or a continuous activity with no predetermined conclusion shall not be approved;
- xi. Does not include any form of a drinking contest;
- xii. Does not allow the organizer, general public or event participants to bring alcoholic beverages to event or to leave defined area where possession and consumption is allowed while in possession of an alcoholic beverage;
- xiii. Adheres to all other requirements as deemed by the [SBOE policy Section I. J.](#)

- B. Permits can only be approved by the President or the President's designee and must be in accordance with the Guidelines and SBOE and College Policies. The President retains the authority to approve or deny a Permit.

3) Permit Process

- A. Reserve event space with the Administrative Auxiliary Services Office, and inform said office that alcohol will be purchased, possessed (gift basket, give-away, etc.), or consumed during event.
- B. Permits are available for event organizers to complete at Administrative Auxiliary Services web page: <http://www.lcsc.edu/media/5854138/ALCOHOL-PERMIT-APPLICATION.pdf>
- C. Timeframe and routing
 - i. A Permit must be completed by the event organizer and approved no later than (45) calendar days prior to the scheduled event for non-college hosted events and no later than (21) days prior for college hosted events.
 - ii. The completed Permit and the accompanying documentation will be routed for approval to the non-campus alcohol service provider, LCSC Security, the LCSC Risk Management, and the President, respectively.
 - iii. For non-campus events and/or events organized by a non-campus entity and sponsored by a campus unit, approval will be expanded to include the appropriate Vice President or President for Direct Reporting Units. Any sponsor of an on or off-campus event will recognize their responsibility to adhere to the city, state, and federal laws and the State Board of Education and LCSC policies. The sponsor's responsibility includes imparting the requirements to participants in the activity.

- D. The event organizer will submit a completed Permit to Administrative Auxiliary Services with the following information attached:
- i. A description of the event which includes if admission will be through a purchase of a ticket, a registration fees or if by written, personal invitation. Events open to the public through the purchase of a ticket must also document a set out, confined and defined area where alcoholic beverages may be possessed and consumed. This area will be clearly marked as such and shall be separated in a fashion that entry into the area and exit from the area is restricted to allow only those authorized to enter and that no alcoholic beverages leave the area;
 - ii. The name, address, and phone number of each food service provider, caterer and other contractor supplying food and/or alcohol for event. LCSC requires service occurring on-campus to be conducted with the on-campus service provider or to give them first right of refusal;
 - iii. The alcohol service provider contracted by the event organizer must provide any appropriate permits, a valid liquor license and proof of insurance coverage, including host liquor liability, liquor legal liability, and commercial general liability insurance in amounts and coverage and limits sufficient to meet the needs of the institution, but in no case less than \$1,000,000 minimum coverage per occurrence. Such insurance must list the Permitted person/group, Lewis-Clark State College, the State Board of Education and the State of Idaho as additional insured's;
 - iv. A description of the planned food and beverage program, including the availability of food and non-alcoholic beverages;
 - v. A description of the alcohol service planned for the event, including the type of alcohol to be served and (in specific detail) the means by which the event sponsor will ensure that no one under the legal drinking age is supplied with or allowed to consume any alcohol beverage. Use of wrist bands may be required;
 - vi. Documents the names and ages of the party responsible for service of alcohol who will ensure that only those individual authorized to attend the event are given access to the alcohol and only those who are of lawful age will be allowed to possess and consume alcohol at the event;
 - vii. A drawing or a complete description of the area in which the event will take place that includes the entrances/exits and the location of the bar in the space. For events open to the general public, also attached a drawing or a complete description of the restricted space or area within the overall event area where possession and consumption of alcoholic beverages will be allowed;
 - viii. Provide a description of the measures that will be employed to contain alcohol to the designated area referenced in vii.
 - ix. Document the use of LCSC Security personnel if applicable.
- 4) Permit Application Response
- A. Non-campus organizers and non-campus organizers with sponsoring campus units will be notified by Administrative Auxiliary Services of the outcome of their request.

- B. Campus organizers will be notified by the President's Office of the outcome of their request.
- C. All approved Permits will immediately be reported to the SBOE by the President's Office.

5) Permit Fees

- A. Non-campus organizer Permits that are approved will be subject to a \$75.00 Permit fee that covers the event coordination and wrist bands, if applicable. Non-campus organizers with sponsoring campus units may be charged a \$75.00 Permit fee.
- B. Non-campus organizers without sponsoring campus units require LCSC Security for the event. The fee is \$20/hr. with a required two (2) hour minimum.
- C. On-campus organizers will not be charged a Permit fee or the cost of LCSC Security for the event.
- D. All fees will be documented on and payable with the facility reservation invoice.

6) Approved Permitted Event – Requirements the Day of the Event

- A. Permit must be posted in a conspicuous space at the event;
- B. Post a list of local taxi services for designated driver options;
- C. Have a procedure for ensuring only those attendees that are over 21 years of age are served;
- D. Strictly enforce the times in which alcohol service is provided and stop service in advance of the closure of event to allow orderly and temperate consumption of the balance of the alcoholic beverage then in possession of the participants prior to the closure of the event;

For questions related to the Guidelines or Permits, contact Administrative Auxiliary Services at (208) 792-2060 or visit [Administrative Auxiliary Services](#).

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