



Operating Protocol & Procedure

Details:

Number: 803

Title: Alcohol Use for Events

Category: Facilities

Office of Primary Responsibility: PEAK Office

Approval Date: 10/27/14

Effective Date: 10/28/14

Revised: 12/4/23

Purpose:

To clearly define guidelines and procedures for arranging the serving and selling of alcohol at events at any PCC campus or site.

Applicability:

All PCC staff, faculty, students and external guests requiring the use of catering on any PCC campus or site.

Definitions:

“External events” refers to events held on any PCC campus or site that are not related to the college.

References:

None

Attachments:

None

Operating Protocol:

The PCC Pueblo Campus holds a current liquor license issued by the State of Colorado to allow for the serving and selling of alcohol at external events scheduled at the Pueblo Campus through the PEAK office. The Business Office is responsible for maintaining and renewing the license on an annual basis.

The Branch Campuses and sites do not hold a current liquor license; therefore, alcohol and alcohol service is prohibited at any Branch Campus or site.

For external events, alcoholic beverages may only be served and/or sold on the Pueblo Campus in the Student Center. All arrangements for the serving or selling of Alcoholic Beverages must be made through the PEAK Office.

Alcohol services are provided only by the PEAK Office.

No liquor of any kind may be brought on to the Pueblo and Branch campuses including all buildings, parking lots and outdoor areas except by the PEAK Office, PCC Internal Catering Services and by groups using alcohol for silent auctions or similar activities. Alcohol being used for silent auctions or similar activities cannot be opened or consumed on any campus premises. Failure to comply with this rule will result in confiscation of the liquor and potentially being asked to leave the property or be escorted off the property. Should the security staff determine that a situation is presenting danger to the guest(s) or to those around the guest(s), they are authorized to call in PCC's Police Officers and or local law enforcement.

Procedure:

All arrangements for the serving or selling of alcoholic beverages must be made through the PEAK Office. External guests seeking to host an event at the Pueblo Campus may inquire to the PEAK Office about serving or selling alcohol at their event.

Fees for alcohol and alcohol services are available upon request through the PEAK office.