

Alcohol Beverage Service

Division of Student Engagement

Policy Owner: Dean of Student Engagement

Effective date: July 1, 1988

Approval date: July 1, 1988

Schedule for Review: Spring 2030

Policy Summary:

The aim of the Alcohol Beverage Service at Fort Lewis College is to provide guidelines for serving alcohol at events on campus. All events that wish to serve alcohol must be approved by either a Special Event Permit or an Administrative Approval.

Policy Statement:

There is no alcohol beverage service allowed at Fort Lewis College without a Special Event Permit or Administrative Approval.

Fort Lewis College (hereafter referred to as the "College") does not hold a license to serve alcoholic beverages on campus; but there are two procedures that can and must be followed to obtain permission to serve or sell alcohol at specific events planned on College property. These two procedures are either an Administrative Approval or a Special Event Permit.

This policy is not intended to be all-inclusive of the laws, rules and regulations governing service or sale of alcoholic beverages at the College. Where service or sale of alcoholic beverages is requested at a scheduled campus event, contact the College Student Union and Events Office. Approval is not automatic; the College reserves the right to approve or refuse any request for service of alcoholic beverages on campus property.

I. SPECIAL EVENT PERMIT

A. Definition

1. A Special Event Permit is issued subject to the laws of the State of Colorado under the provisions of Title 12, Article 48, Colorado Revised Statutes. It is issued to an unlicensed, non-profit organization by the Colorado Department of Revenue through the Durango City Clerk's Office, with College approval (see C. APPLICATION PROCEDURE).
2. The College is allocated fifteen (15) Special Event Permits each year through the FLC Foundation.
3. Special Event Permits are required under any of the following conditions:
 - a) Alcohol will be sold at the event, and the event is open to the public.
 - b) Alcohol will be sold at the event, and the event is not open to the public.
 - c) Alcohol will be served (but not sold) at the event and the event is open to the public.
 - d) When you purchase a ticket to attend an event and drink tickets are provided (indirect sale of alcohol).
 - e) If the location is not a part of the liquor complex locations (see attached)

B. Requirements

The following requirements must be met in order to obtain a Special Event Permit for an event at Fort Lewis College:

1. Events must be held on a specific day and time at a designated location. A Permit is not transferable, nor is it valid for any event, location, day or time other than the one for which it is issued.
2. Event must not conflict with the educational purpose of the College.
3. Sponsoring group is a College administrative or departmental entity, or contract group.
4. Any alcoholic beverages sold or served must be sold or served by the drink only.
5. Only alcoholic beverage(s) permitted for sale or service by the Permit may be sold or distributed at the licensed premises.
6. Consumption of alcoholic beverage(s) must remain within defined, licensed premises.
7. Food and non-alcoholic beverages must also be available.
8. Per State of Colorado Regulations, the organization holding the special event permit must purchase all alcohol related to the event. Campus Dining may serve the alcohol. If you choose not to use Campus Dining to serve alcohol, the Fort Lewis College Foundation requires at least one person be TIPS trained that is at the event.
9. No alcoholic beverage(s) may be served to persons under 21. If minors will be present, CDS must provide the bartender(s). Athletic events and events in the Concert Hall are exempt from the CDS contract. In addition, depending on the requested service, campus dining will require corkage fees.
10. If minors will not be present at the event, and the EC chooses to use individuals from the event as servers, then the EC must submit in writing a method of ensuring that all applicable laws, rules and regulations governing the service of alcoholic beverages on campus will be followed. This must include at least one individual that is TIPS trained at the event.
11. If deemed necessary by the College Campus Police, additional supervision and security must be provided. The EC will submit in writing provisions for meeting this requirement.
12. Other nonprofits outside of the FLC Foundation can apply for a special event permit on campus, which would still require FLC to provide the letter of support. The other nonprofit would be responsible for completing all necessary paperwork for the permit and picking up the permit.

C. Application Procedure

1. At least 45 days prior to the event, the EC should contact College Student Union and Events to obtain and complete the "[Request to Serve Alcohol](#)" form. After completion of the form, it will be determined whether a Special Event Permit is required.
2. If a Special Event Permit is Required, The EC will also be required to provide a diagram defining the area of sale and consumption, and copies of any advertising to be posted for the event.
3. Once the diagram and advertising have been approved, if a Special Event Permit is required, the College Student Union and Events will prepare a letter confirming and approving the details of the event to include date, time, location, menu, and method of security. This letter will also state that the College gives the EC permission to seek a Special Event Permit for the event through the Durango City Clerk's Office. The Durango City Clerk requires this letter of the College's knowledge and approval before proceeding with the application process.

4. The EC will deliver this letter of College knowledge and approval, with attachment(s), to the Durango City Clerk's Office and complete the State and City Special Event Permit applications, paying appropriate fees with each application, and following all instructions and directives.
5. After all requirements have been met, and if application is approved, the Colorado Department of Revenue will inform the EC a Special Event Permit for the event is available for pickup at City Hall. The EC will place the Permit in the location based on the location provided in the letter and police will inspect it. This Permit must be available for inspection within 10 days of the event and if requested, at any time during the event.

II. ADMINISTRATIVE APPROVAL

A. Definition

1. An Administrative Approval is special permission granted by the College to serve alcoholic beverages at a specific, approved, scheduled event on College property when a Special Event Permit is not required.
2. An Administrative Approval is required when alcohol will be served (but not sold) at an event and the event is not open to the public but is by special invitation to members and invited guests only. This event is then considered to be a "private party" and under the law exempt from a Special Event Permit. Examples of events that qualify for an Administrative Approval are:
 - Reception, by special invitation to invited guests only, where alcohol is served and there is no admission charge.
 - Dinner, by special invitation to invited guests only, where the admission charge is uniform to all participants and includes the price of any alcohol served whether consumed or not. Cash bars not allowed.

B. Requirements

The following requirements must be met in order to obtain an Administrative Approval for an event at Fort Lewis College:

1. Event must be held on a specific day and time at a designated location. An Administrative Approval is not transferable, nor is it valid for any event, location, day or time other than the one for which it is issued.
2. Event must not conflict with the educational purpose of the College.
3. Sponsoring group is a College administrative or departmental entity, or contract group.
4. Event is considered a private party, which means the event is by special invitation to members and invited guests only.
5. Alcoholic beverages cannot be sold outside of liquor complex locations.
6. Only alcoholic beverage(s) approved through an Administrative Approval may be served at the event.
7. Consumption of alcoholic beverage(s) must remain within approved premises.
8. Food and non-alcoholic beverages must be available.
9. As the College does not have a license to serve alcoholic beverages, CDS cannot purchase the approved alcoholic beverage(s) for locations outside of the liquor complex (see liquor complex locations below). Once the Administrative Approval is received by the EC, the EC must purchase the approved beverage(s) and arrange storage with CDS before the event.

10. No alcoholic beverage(s) may be served to persons under 21. If minors will be present, CDS must provide the bartender(s). Athletic events and events in the Concert Hall are exempt from the CDS contract. In addition, depending on requested service, there are corkage fees.
11. Regardless of whether there are minors, the EDC must serve the alcohol within the liquor complex. If minors are present at the event, the EDC must serve the alcohol. If minors will not be present at the event and the event is outside of the liquor complex, the EC can choose to use individuals from the event as servers, but at least one person must be TIPS certified present at the event.
12. If deemed necessary by the College Campus Police, additional supervision and security must be provided. The EC will submit in writing provisions for meeting this requirement.
13. CDS has the right to approve or deny donated alcohol at events within liquor complex locations.

C. Application Procedure

1. At least ten (10) days prior to the event, the EC should contact the College Student Union and Event Services to select an appropriate venue and to complete the 'Request for Administrative Approval to Serve Alcoholic Beverages.'
2. The request will be approved if the event meets the criteria for Administrative Approval.

Permit Requirements by Event Location

Event Condition	Special Event Permit	Administrative Approval
Event is within liquor complex	No	Yes
Event is outside liquor complex AND open to the public	Yes	No
Event is outside liquor complex AND alcohol is sold	Yes	No
Event is outside liquor complex AND closed to the public	No	Yes
Event is outside liquor complex AND ticket purchase required	Yes	No

Permit Requirements by Type of Alcohol Service

Event Condition	Special Event Permit	Administrative Approval	Notes
Alcohol is sold; event open to the public	Yes	No	
Alcohol is served but not sold; event open to the public	Yes	No	
Alcohol is served but not sold; event not open to the public (attendance by invitation only)	No	Yes	Cash bars not allowed

Responsibilities:

For following the policy: All FLC Community and Guests

For enforcement of the policy: Student Union Events

For oversight of the policy: Dean of Student Engagement

For procedures for implementing policy: Director of the Student Union

For notification of policy: Policy Librarian

Review and Revision History:

Reviewed and Titles updated July 2, 2025

Addendum A: Liquor Complex Locations

- Center of Southwest Studies located at 925 Talon Lane, Durango, CO 81301
- Sitter Family Hall located at 1188 Rim Drive, Durango, CO 81301
- Student Union Plaza located at 878 Rim Drive, Durango, CO 81301
- The Theater located at 920 Rim Drive, Durango, CO 81301.