

Non-Profit Organizations

Whitman College may only rent facilities to government agencies and non-profit organizations based upon a ruling by the Department of Revenue regarding the tax-exempt status of our campus property. External organizations are required to provide Whitman College with a copy of your Internal Revenue Service Exemption Letter indicating that your organization is incorporated specifically as a 501(c)3 non-profit organization. (Please note that a federal identification number is not sufficient proof.)

Providing Food

Any event or conference providing food must use Bon Appetit Catering as soon as you have tentatively booked your room. Bon Appetit's catering office is in the Reid Campus Center, (509) 527-5127.

Film Screenings

You MUST obtain copyrights to the film in order to play it in any non-private space. For more information visit [Swank](#).

Bringing in an Author or Selling Books

Contact the Bookstore for book availability and questions. The Whitman College Bookstore is the only entity that is allowed to sell books on our campus. The Bookstore is located in Reid Campus Center, (509) 527-5274.

Alcohol Policy

There shall be no drinking of alcoholic beverages and no open containers in public places on the College campus, except at College sponsored events. A College sponsored event is one that uses College funds and/or that is on College property. College houses rented by faculty and staff are exempt. Alcoholic beverages may be served on an event by event basis under the following conditions.

1. A college faculty or staff member assumes responsibility for the event and agrees to be present for its duration.
2. The faculty or staff member responsible for the event obtains the appropriate liquor permits:
 - **Special Occasion License** - required for any event where alcohol is to be sold except as noted below. Bon Appétit must be used to serve the alcohol. Appropriate foods must be served by Bon Appétit. Allow 30 days for the application process. Application is made at a State Liquor Store.
 - **Banquet Permits** - required for events with 50 or more people and where alcohol is served but not sold. Tickets may be used to limit the number of drinks served each individual. Application is made at a State Liquor Store. Employees coordinating the function should complete the application as a representative of Whitman College. Food must be served.

- **Private Functions** - no permits are required at private functions, which are individually hosted College social events of less than 50 guests. Food must be served. No one under the age of 21 may be served alcohol.
3. Faculty and staff may host private functions at their homes to which students are invited. The College strongly encourages such events to be alcohol free. If alcohol is served, it is recommended that it be done so on a BYOB basis. No one under 21 should be served. Faculty and staff present should be role models for responsible drinking.
 4. Functions which are held at restaurants or other business establishments licensed to serve alcohol do not require special permits.
 5. The use of alcoholic beverages will be in full compliance with the Washington State Law.

Student Handbook

1. There shall be no drinking of alcoholic beverages and no open containers of alcoholic beverages in public places on the college campus or public areas in campus buildings. Exceptions may be made on an event-by-event basis under the following conditions:
 - a. The use of alcoholic beverages will be in full compliance with the Washington State Law.
 - b. The event is sponsored by a college-affiliated organization or an organization that has reserved the facility according to college procedures.
 - c. A college faculty or staff member assumes responsibility for the event and agrees to be resent for its duration.
 - d. The department, division, office, or administrator responsible for the facility being requested agrees to the terms of the use of alcoholic beverages and the facility.
2. No ASWC fees or residence hall fees may be used for the purchase of alcoholic beverages.
3. Students and student groups must avoid the direct or indirect sale of alcoholic beverages.
4. Students will be held directly responsible for the destruction of personal or public property, the violation of the safety or rights of other persons, or the violation of any other campus regulations with may occur while they are under the influence of alcohol. Excessive consumption and/or purchasing large quantities of alcoholic beverages are considered a violation of the alcohol policy.
5. Students should be familiar with the Washington State law that governs the use and purchase of alcohol.

Washington State Law

It is unlawful for any person under the age of twenty-one to acquire or have in his possession or consume any liquor except that given to him by his parents or guardian or administered by his physician or dentist for medical purposes. It is a violation of the State Liquor Act punishable by a minimum fine of \$250 or imprisonment, or both, for any person under the age of twenty-one to purchase alcoholic liquors or to enter or remain on the premises of any establishment licensed to sell liquors at retail. The sale of alcoholic liquor to a minor is a felony and the giving or supplying of alcoholic liquor to any person under the age of twenty-one, either for his own use or for the use of any other person for consumption on the premises or anywhere else, is a misdemeanor. The

misrepresentation of age and the use of false or forged documents to obtain alcoholic beverages are punishable by a minimum fine of \$2,500.

Categories of Use - Scheduling Privileges and Fee Schedule

- *On Campus – Internal*

Any event that is solely planned, controlled, and managed by a Whitman program, department, student group or committee. This event is open to the Whitman Community and no room rental fee is charged.

- *Co-Sponsored*

Any event or activity where an internal user (department, student group, or committee) and an external user(s) share any degree of responsibility for planning, control and management of said event.

The primary function of the event is designed for the external organization. This event is not designed, created, or implemented primarily for Whitman Students. This event is open to the Whitman Community, but is NOT student driven.

A Co-Sponsored rental rate will be charged, non-profit status is required, and proof of event liability insurance is necessary. No department, student group, or committee may sponsor an external group for the sole purpose of avoiding rental fees.

- *Off Campus – External*

Any event where an individual or group external to a Whitman program, department or student group or committee, plans, controls and manages the event. This event may be closed to the Whitman Community. An external room rental rate, appropriate set-up, equipment and cleaning fees will be charged. Non-profit status and proof of event liability insurance are required.

Additional rules and regulations may apply. Please contact [Campus Events & Conferences](#) for additional information and specific inquiries.