

**TO: ALL COUNTY EMPLOYEES AND OCCUPANTS AND
USERS OF COUNTY OWNED BUILDINGS**

**FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR**

PREPARED BY: COUNTY ADMINISTRATION

**SUBJECT: PROHIBITION ON USE OR POSSESSION OF
ALCOHOLIC BEVERAGES ON COUNTY PROPERTY
AND IN COUNTY FACILITIES**

PPM#: CW-P-026

ISSUE DATE
November 1, 2007

EFFECTIVE DATE
November 1, 2007

PURPOSE:

The purpose of this PPM is to establish an official County position on the use or possession of alcoholic beverages in all County facilities and on all County property.

POLICY:

The use or possession of alcoholic beverages by either occupants or visitors is strictly prohibited in all County facilities and on all County property except in certain park areas designated by the Director of the Parks and Recreation Department where the sale, possession, and/or consumption of alcoholic beverages may be permitted by the Director of the Parks and Recreation Department incidental to a special event.

The County Administrator may, on a case-by-case basis, approve the use or possession of alcoholic beverages in a County facility or on County property for a special event through a Facility Use Permit granted through PPM CW-O-024. The County Administrator will decide, on a case-by-case basis, whether to impose conditions on the approval for the use or possession of alcoholic beverages such as:

1. Requiring liquor liability insurance coverage in the amount of \$1,000,000 and an indemnification agreement.
2. Dictating who is authorized to purchase and serve the alcohol.
3. Imposing limits on the use of County equipment by anyone attending the event including County vehicles.
4. Requiring the serving of alcohol to cease at least one hour before the end of the event.
5. Requiring County departments to advise any safety-related or on-call employees that they may not serve or consume alcohol at the event.

6. Requiring County departments to advise all employees that attendance at the event is voluntary.
7. Requiring County departments to address and advertise the issue of alternative transportation.

ROBERT WEISMAN
COUNTY ADMINISTRATOR

Supersession History:

1. PPM# CW-P-026, issued 07/01/88
2. PPM# CW-P-026, issued 01/02/96