

**PILLAGER PUBLIC SCHOOL BOARD OF EDUCATION**  
**Procedure for Alcoholic Beverage Sales and Service in the CTC Center**  
**Policy 902- APPENDIX B**

**Policy**

Alcoholic beverage sales and service in and on all school facilities by District or non-District entities is prohibited, except as outlined in Policy 902 and this Appendix B.

**Sales of Alcoholic Beverages**

Alcohol sales and service at events is limited to days when school events are not occurring between the hours of 5:00 p.m. - 9:00 p.m., unless special provisions are granted by the Superintendent or Superintendent's designee. Organizations will be given a list of rules and procedures that they will agree to follow upon the application process. The rules and procedures include but are not limited to: alcoholic beverages sold or served at any time prior to ONE (1) HOUR prior to an audience event, alcoholic beverage sales or service during an intermission MUST operate with a 30-minute intermission, alcoholic beverage sale and service shall shutdown following event start, or intermission, whichever is later, and there shall be NO post-event sales or service of alcoholic beverages.

Service and sales of alcohol beverages are only permitted via an authorized, licensed, and local caterer or vendor, and only at the CTC Center or designated areas. School officials in charge of an event may at any time for public safety reasons require an individual or entity hosting the event to end alcohol sales upon request.

**Security**

The ability to sell and serve alcohol will be contingent on the availability of an appropriate number of security professionals, as approved by the superintendent or the superintendent's designee, to be provided through the district's contracted security provider. Fees for security services will be included in the Estimate of Fees.

**Procedure**

Advance approval, at least 30 business days prior to the event, must be obtained directly through the superintendent or designee. Alcoholic beverage sales and service is prohibited unless this approval is obtained. This policy applies to ALL entities and/or clients.

Approval may be granted ONLY if the following conditions are met, in addition to the requirements in Policy 902 and elsewhere in this Appendix B:

1. The individual or entity hosting the event must be a 501 c (3) non profit organization approved by the Internal Revenue Service as a tax exempt organization.
2. The individual or entity hosting the event must obtain a temporary liquor license meeting the requirements outlined in Minnesota Statutes section 624.701, subdivision 1a.
3. An authorized, licensed, and local caterer or vendor is scheduled and contracted to sell and serve at the event. A copy of this contract, service agreement, and the municipality requirement must be provided to the District. Additionally, the caterer's/vendor's liquor license must be provided to the district in PDF format, for record-keeping and posting purposes.
4. Approval will be contingent upon the availability of an appropriate number of security professionals (if it is determined they are needed), as approved by the superintendent or superintendent's designee, to be provided through the District's contracted security provider.

5. Payment of a damage deposit will be listed on the rental application, which will be first applied to the rental fee and labor costs for use of the space. If there is no damage any remaining balance will be refunded.
6. The individual or entity hosting the event must maintain social host or similar insurance coverage approved by the superintendent or the superintendent's designee in addition to insurance requirements applicable to other events.
7. The individual or entity hosting the event must agree to defend and indemnify the District from any claims or liability associated with the event.

Approval is not guaranteed and is subject to commitment to follow all other District policies and procedures as well as all federal, state, and local laws and ordinances governing the sale and service of alcoholic beverages as well as adequate availability of required staffing. Specifically, compliance with Minnesota Statutes Chapter 340A and Minnesota Rules Chapter 7515 is mandatory.

<https://www.revisor.mn.gov/statutes/cite/340A.404> <https://www.revisor.mn.gov/rules/7515/>

### **Carry-In and Carry-Out**

Alcoholic beverages, along with food and other liquids, are STRICTLY PROHIBITED in the CTC Mainstage. There shall be NO Carry-In provisions for events. All alcoholic beverages, sold or served, must be consumed or disposed of prior to the entry of the theater.

There shall be NO Carry-Out of alcoholic beverages. Any patron found to have purchased alcoholic beverages, or to have been served them, who leaves the facility with alcoholic beverage(s), shall not be permitted to re-enter the premises and shall have their alcoholic beverage(s) confiscated and disposed of.

Alcoholic beverages may only be served, consumed, or possessed in the HS Commons, outside of the CTC Center on the veranda or another location approved by the superintendent.

No individual may possess an alcoholic beverage in other areas of the CTC Center unless the individual is moving alcohol into or out of the CTC Center on behalf of the entity holding a liquor license from the City of Pillager for the sole purpose of setting up or taking down a designated serving area in connection with an event.

### **Events, not Clients**

Events at which alcoholic beverages are intended to be present, sold and/or served, and consumed are evaluated individually, according to Policy 902 and this Appendix B.

No singular entity or client shall be assumed or presumed, at any time, to have tacit approval for sale or service of alcoholic beverages.

### **Special Situations**

No special situations exist which will alter this policy. No entity or client may establish their own separate policy in lieu of this policy.