	City of Fort Bragg **Administrative Regulation No. A-1**

ALCOHOL USE POLICY

I. OBJECTIVE

The objective of this Administrative Regulation is to define procedures relating to the consumption of alcoholic beverages in order to regulate consumption in City facilities.

II. PROCEDURES

Consumption of alcoholic beverages is permitted in City facilities in accordance with the following procedure:

1. An Alcohol Use Application shall be completed indicating the intent to serve or sell alcoholic beverages and permission shall be received from the City Manager/Designee and Police Chief/Designee.
2. A $500 deposit is required to be paid in advance for serving alcoholic beverages.
3. The City Clerk shall review the insurance certificate submitted with the Alcohol Use Application to verify adequate coverage including alcohol liability.
4. If an individual or group is going to sell alcoholic beverages at any activity, the applicant shall obtain written permission from the Alcoholic Beverage Control Board and submit a copy of the permit along with the use application.
5. No alcoholic beverages shall be permitted to be taken from the City facility; all alcoholic beverages shall be consumed on the premises.
6. No alcohol is permitted to be stored on the premises of any City facility.
7. There shall be no "open bar" permitted. Beer and wine may be served in conjunction with a dinner event. Wine and beer tasting events may be conducted.
8. No alcohol shall be served, furnished or given in any way to any minor; doing so may result in civil or criminal prosecution, including damages for injuries the minors cause. The indemnification provided by paragraph II-3 above includes claims arising out of such alcohol use by minors.
9. No alcohol shall be served to any person who is obviously drunk or who is known to be habitually drunk; doing so may result in criminal prosecution.
10. No alcohol is permitted on the premises of any City facility during hours of operation for the conduct of official business.

III. RESPONSIBILITY

1. It is the responsibility of the City Manager and Police Chief, or his/her designee, to review and approve all Alcohol Use Applications.
2. It is the responsibility of the City Clerk, or his/her designee, to review insurance provided with the Alcohol Use Application to verify adequate coverage, including alcohol liability.

IV. DEFINITIONS

1. "City facilities" shall include all facilities owned and operated by the City of Fort Bragg including, but not necessarily limited to, City Hall, Town Hall, Police Department, Water Treatment Facility, Wastewater Treatment Facility, Corporation Yard, Main Street Fire Station and Highway 20 Fire Station.
2. "Minor" is any individual under the age of 21.
3. "Open bar" is defined as a bar where alcohol is served without a charge for each drink.

Approved by City Manager	Linda Ruffing (Signature)	2.1.07 (Date)
Made a part of the City's Administrative Regulations binder and distributed to all City staff		Feb 2007 (Date)