AP 3560  Alcoholic Beverages

Reference:

Business and Professions Code Section 25608

- Requests for alcohol to be used or possessed, consumed, sold or otherwise provided on the College of the Canyons campuses must be approved by the District and be in accordance with the specific circumstances referenced in the Alcoholic Beverages policy.

- Alcohol may not be served to or by any individuals who are less than 21 years of age, including students, employees, or contractors of College of the Canyons or the College of the Canyons Foundation.

- The consumption of any alcoholic beverages by a minor at a District/Foundation event is prohibited and will result in appropriate disciplinary action up to and including arrest of all persons involved.

- At events where wine/beer is served, written notices must be placed at each location where alcohol is served and in plain view of guests indicating:
  - No wine/beer will be served to individuals under the age of 21 and identification verifying age will be required upon request;
  - The College reserves the right to refuse service;
  - The consumption of alcoholic beverages may be harmful to one’s health.

District Alcohol Events

- Approval will be granted on a case-by-case basis by the Chancellor or designee in the case that alcohol is acquired, possessed or served “in connection with a course of instruction at the college” given as part of a culinary arts program at the college that involves instruction, a meal demonstration or sponsored dinner.

- Requests must be submitted, in writing, no less than 30 days prior to the event and shall include:
  - Name of District staff coordinator;
  - Name/date of course of instruction/event;

- Alcohol may not be purchased with District funds. Non-District funds held in Foundation accounts may, at the discretion of the Foundation, be used. All alcohol purchases, whether for on-campus or off-campus events, must be made through Foundation check-request forms and approved by the appropriate District administrator and Foundation representative.

- A District staff member must be designated as a coordinator of the event who shall have responsibility for the following:
  - To obtain a written authorization form the College’s Chancellor to acquire, possess, or use alcoholic beverages in connection with a course of instruction at a college-owned or operated facility;
  - To store wine/beer on campus in a locked area only 48 hours prior to the event;
  - To ensure that individuals acquiring, possessing or using alcohol at the event are 21 years or older,
To assign an individual over the age of 21 and separate from those individuals serving alcoholic beverages to check identification during the event, and;
To remove any surplus alcohol wine/alcohol immediately following the events.

**Foundation Alcohol Events**

- Alcohol may be served by the Foundation in accordance with Business and Professions Code 25608 (a) (10): The alcoholic beverages are for use during a fundraiser held to benefit the College of the Canyons Foundation and the College of the Canyons Foundation has obtained a liquor license pursuant to the Business and Professions Code for the event. No alcoholic beverages can be acquired, possessed or used at a football game or other athletic contest sponsored by the Santa Clarita Community College District.

- Initial approval for all alcohol events must be made by the District.

- Approval will be granted on a case-by-case basis by the District and by the College of the Canyons Foundation when the purpose of the event is fundraising held to benefit the Foundation.

- A request to serve alcohol at fundraising events must be submitted in writing to the Foundation no less than 5 weeks prior to the event (request form attached).

- A “one day license” for sales/auction will be required and must be obtained from the Alcoholic Beverage Control Board by the Foundation on behalf of the company/organization.

- A deposit of $50, payable to the College of the Canyons Foundation, must accompany the request to pay for the purchase of the one-day alcohol license from the Alcohol Beverage Control Board.

- A donation of $5,000 must be made to the College of the Canyons Foundation within 10 days prior to the date of event. Civic Center Act use is always without alcohol. Therefore, donations to the Foundation are not subject to Civic Center direct cost fees.

- Any event where alcohol is served on a Santa Clarita Community College District campus requires a donation to the College of the Canyons Foundation. The amount of the donation shall be considered “fair” and in proportion to expected revenue/ticket sales of the event. But not so large as to prevent small, non-profit events from serving alcohol.

- Not less than 2 weeks prior to event date, the company/organization must provide the College of the Canyons Foundation with a Certificate of Insurance (“COI”) for not less than $1,000,000 liability insurance with the inclusion of “liquor liability” stated on the COI. As detailed in the request form, the COI must name the Santa Clarita Community College District and the College of the Canyons Foundation, etc., as additional insured.

- The company/organization is responsible for any and all costs for:
  - All alcohol and related services, including, but not limited to, securing professional bartenders;
  - 2 weeks prior to the event date providing the Foundation with a signed Alcohol Server Acceptance and Verification of Alcohol Policy form for each person serving alcohol.
  - A minimum of (2) two licensed security guards, and;
  - Bar set-up, alcohol and supplies.
• Invitations, notices, programs, flyers, brochures, table tents, posters, letters, advertisements, public service announcements or communications about the event of any kind must include the phrase, “Sponsored by the College of the Canyons Foundation.” These may not be printed or distributed prior to written approval from the authorized representative of the Foundation.

• At all Foundation sponsored events serving alcohol, there must be placards posted at each location where alcohol is served in plain view of guests that provide telephone numbers for taxi services or other alternative transportation resources.

External For-Profit Organization – Alcohol Events

• To serve alcohol at a District facility, a for-profit organization must “partner” with a non-profit organization, either the College of the Canyons Foundation or another 501 c 3.

• An alcohol event at the Performing Arts Center shall not be College sponsored, and the Performing Arts Center must be leased for an event by the College of the Canyons Foundation or another 501 c 3 non-profit organization.

• All other provisions of the policy and procedure apply.

External Non-Profit Organization – Alcohol Events in the Performing Arts Center

• When the Performing Arts Center is leased to a non-profit, public benefit organization, alcohol may be acquired, possessed, or used for an event in the Performing Arts Center when the event is not sponsored by the District.

• The external non-profit organization must have District approved Facility Use Agreement for an event in the Performing Arts Center, not sponsored by the District.

• A non-profit organization can only pull an alcohol permit on campus with authorization from the District. Requests need to be submitted in writing to the District at least five weeks before the event. The District reserves the right to refuse alcohol consumption at any event on campus.

• The District shall independently determine active/current non-profit status at an early stage, prior to authorization to use College facilities. An active non-profit organization will appear on the IRS Publication 78, which can be accessed at www.irs.gov/opp/pub-78.

• When authorized, the non-profit can proceed to apply for a special one-day alcohol permit.

• The District will provide alcohol permit applications forms and procedures for serving alcohol on campus. All procedures and guidelines must be followed.

• A copy of the alcohol permit and the liquor liability insurance certificate must be presented to the District at least one week prior to the event.

• Failure to timely provide an alcohol permit and liquor liability insurance certificate one week prior to the event will result in no alcohol being allowed at the event, no exceptions.

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