

**ALCOHOLIC BEVERAGE USE ON CAMPUS****PROCEDURE**

Implementation Date: 01/01/93

Revised: 05/09/05

**I. PURPOSE**

The purpose of these regulations is to provide basic guidelines for the sale, serving, and consumption of alcoholic beverages on university property. Alcoholic beverages may be approved for serving as part of a cultural, social or educational event. In addition, alcoholic beverages may be consumed in university-owned or operated student residences to the extent that such consumption is not disruptive, is legal and adheres to all governing laws and regulations of the State of California, the University, and the student housing managing authority.

**II. DEFINITIONS**

- A. "Alcoholic beverage" includes wine, beer and every liquid or solid containing wine or beer and which contains any percentage of alcohol.
- B. The term "appropriate Vice President" refers to the vice president of the division sponsoring the event.
- C. The term "sale" means the exchanging of money, services or any consideration, either directly or indirectly, for alcohol. The term "sale" also includes the imposition of an admission charge to, or any other charge for the event where alcoholic beverages will be served exclusively to those who pay for such a charge.
- D. The term "university-sponsored" means any cultural, social or educational event sponsored by registered student organizations, faculty, staff or administrators on university property.
- E. "University property" means the geographic location of the campus and its buildings or any property leased, controlled or administered by or on behalf of the University.
- F. "Consumption" means the drinking of beverages or eating of solids with any amount of alcohol. On campus consumption shall be restricted to persons at least 21 years of age.

**III. ALCOHOL USE IN UNIVERSITY AFFILIATED HOUSING**

Consumption, possession or storage of alcoholic beverages by any resident under the age of 21 is prohibited. No alcohol is permitted outside the privacy of individual units. Kegs and other bulk containers are not allowed. Misuse of alcoholic beverages and/or inappropriate or illegal behavior will result in disciplinary action, possible removal from housing and/or arrest by the police.

Additional specific policies and procedures governing alcohol use in university affiliated housing will be set by the housing management staff in consultation with the Director of

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Student and Residential Life and Dean of Students. Such policies and procedures will be designed to enforce campus, state and federal policies and laws and promote student safety, responsibility, and the development of lifelong decision making skills with regard to alcohol use and overall wellness.

#### **IV. AUTHORIZATION FOR THE POSSESSION, SALE OR DISTRIBUTION OF ALCOHOLIC BEVERAGES AT EVENTS**

An individual or group must obtain approval to serve alcohol at an event on campus. As with all food service operations on campus, the individual or group is responsible for obtaining a Foundation approved caterer with license to serve or sell such alcoholic beverages.

The process to request approval for event use is:

##### **A. University Sponsored Events**

1. Not less than four (4) weeks prior to the prospective event, the requestor must submit completed Request for Facilities Use and Alcohol Approval Request forms to the appropriate Vice President for approval.
2. If the requestor represents the Associated Students, Inc. or a recognized student club, the Executive Director of Associated Students, Inc. must approve the Request for Facilities Use and Alcohol Approval Request forms prior to submittal to the Vice President for Student Affairs.
3. The appropriate Vice President will either recommend or reject the request for alcohol beverage use. If recommended, the request will be forwarded to the Vice President for Finance and Administrative Services, as the President's Designee. *Appendix A* provides a sample list of questions to assist vice presidents in this process.
4. Upon approval by the Vice President for Finance and Administrative Services, acting as the President's Designee, the request is sent to Event/Meeting Scheduling to reserve the event location on campus and to route for further review as indicated by the Request for Facilities Use policy and procedure. The Request for Facilities Use form is then sent to Event/Meeting Scheduling for processing.
5. If the request for use of alcoholic beverages is not recommended or approved, the appropriate Vice President or the Vice President for Finance and Administrative Services must indicate the reason for denying the request on the Alcohol Approval Request (AAR) form and return the AAR to the requestor.
6. It is the requestor's responsibility to notify Event/Meeting Scheduling if the requestor cancels the event based upon the denial of the request to serve or sell alcohol during the event. Failure to provide such cancellation notice

**ALCOHOLIC BEVERAGE USE ON CAMPUS**

**PROCEDURE**

Implementation Date: 01/01/93

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may result in the requestor's liability for any resulting costs to the campus or its departments.

**B. Events of Off-Campus Groups and Organizations**

1. All requests from off-campus groups or organizations are to be submitted to the Vice President for Finance and Administrative Services for review. The off-campus group or organization is to submit a completed Request for Facilities Use and Alcohol Approval Request forms.
2. Steps 4 through 6 of Section IV. A. also apply to off-campus groups or organizations.

**V. RESPONSIBILITIES OF REQUESTORS**

**A. Individuals and/or groups sponsoring events where alcohol is served, agree to the following:**

1. To abide by university, state and federal regulations regarding alcohol use and distribution.
2. To ensure that any sale or distribution of alcohol is handled by a licensed caterer approved by the Foundation.
3. To ensure that the sale or distribution of alcohol to individuals under 21 years of age will not be permitted and that appropriate authorities hold oversight for this requirement.
4. To provide non-alcoholic beverages.
5. To provide food, e.g. appetizers, snacks, meal, etc., to all in attendance at the event.
6. To accept responsibility for all damages incurred during the activity and to provide restitution for damages.
  - a) Non-university organizations must provide the campus with an insurance policy endorsement naming the following as additional insured for the identified event, and a certificate of insurance evidencing coverage:

“State of California, the Trustees of the California State University; the California State University San Marcos, the California State University San Marcos Foundation, the Associated Students Inc., and each and every officer, agent, employee, volunteer, and representative of each.”
  - b) Organizations must maintain a general liability insurance policy which meets the minimum coverage limits required by the campus for the proposed event. These limits are based upon

**ALCOHOLIC BEVERAGE USE ON CAMPUS****PROCEDURE**

Implementation Date: 01/01/93

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recommendations from the Risk Management & Safety Office. Special Event insurance coverage may be required of any organization, including university organizations, depending upon the event. If a special event policy is required, it will be an additional cost incurred by the requestor. A special event policy may be obtained for the event from the Risk Management & Safety Office at (760) 750-4502. The requestor must contact Risk Management & Safety Office to determine insurance requirements.

- c) Non-university organizations must indemnify and hold harmless Cal State San Marcos for and against any expense for loss or damage, including attorney's fees, arising from the sale and/or serving of alcoholic beverages on University property.
7. To maintain behavior and activities appropriate to a university setting (i.e. adhering to all campus sanctioned policies).
  8. To provide personnel, or pay the cost for same, to clean up and restore the facility to its original condition immediately following the close of the event.

**B. RESPONSIBLE HOSTS FOR STUDENT SPONSORED EVENTS**

Any student sponsored on-campus event with alcohol present must have Responsible Hosts who assist University Police in maintaining the safety of the event. All Responsible Hosts must attend annual Responsible Host Training. Any student, regardless of age or class year, is eligible to be trained as a Responsible Host. Specific duties and responsibilities are outlined in the Responsible Host Training Manual (available in the Office of Student and Residential Life). The content of the Training Manual is subject to change and hosts will be notified of appropriate changes.

**VI. REGULATION ENFORCEMENT**

California State University San Marcos is committed to enforcing state and/or university regulations regarding the use of alcohol and other substances. Student Affairs and University Police will monitor inappropriate behaviors that often arise from the misuse of alcohol and other drugs. Any behaviors that interfere with the academic process or disrupt campus activities will be subject to disciplinary sanctions as described in Section VII.

**VII. CONDUCT, DISCIPLINE AND SANCTIONS**

- A. Inappropriate conduct by students is subject to discipline as provided in Sections 41301 through 41304 of Title 5, California Code of Regulations. Individual students found to be in violation of University policies and/or campus regulations

**ALCOHOLIC BEVERAGE USE ON CAMPUS**

**PROCEDURE**

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are subject to the following University sanctions in accordance with relevant student policies and procedures set forth by the Office of the Dean of Students: warning, disciplinary probation, loss of privileges and exclusion from activities, suspension, dismissal, exclusion from areas of the campus, interim suspension, or other sanctions including educational intervention programs.

- B. Registered Campus Organizations found to be in violation of University policies and/or campus regulations may be restricted from use of campus services and resources to support their organizational activities, and may be placed on probation or suspension.
- C. Faculty, staff, and student employees are subject to the sanctions reflective of departmental/unit and/or campus policies.
- D. Visitors or visiting organizations found to be in violation of University policies and/or campus regulations are subject to sanctions appropriate under local, state and federal law. In addition, violators may be excluded from participation in campus events and/or further use of the campus.

**VIII. OPEN CONTAINERS**

No person shall consume or be in possession of any unsealed or open alcoholic beverage container in any public place or place open to the public, street, sidewalk, alley, highway, arcade, court or in any vehicle within five-hundred (500) feet of any off-sale licensed public premises within the city (Municipal Code 10.32.040).

**IX. RIGHT TO TERMINATE EVENT**

CSUSM reserves the right to terminate any event that does not adhere to the above list of requirements. Further, the university may terminate any event that becomes disruptive or potentially disruptive to the instructional and business functions of the institution.

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**Appendix A**

**Decision-Making Considerations**

Considerations in reviewing requests for alcohol use on campus:

1. Is the event planned for a closed setting (e.g., classroom, meeting room, auditorium)?
2. Is the event planned for an outdoor, open venue (e.g., plaza area, Palm Court, outdoor patio, etc.)?
3. Will the scheduled hours for the event potentially interfere with the educational mission of the University?
4. Are controls for ensuring legal alcohol consumption appropriate for the type of venue selected?
5. Are controls for the event provided by legal/regulatory parties with the understanding and authority for upholding legal requirements?
6. Are the appropriate signatures in place on the Request for Facility Use form (RFU) to demonstrate that plans for security, risk management and financial responsibility have been reviewed and approved?
7. Is there a clearly stated point person (University personnel) who assumes responsibility for the event running smoothly and in accordance with university policies and state laws?
8. How might the use of alcohol support or detract from the purpose and viability of the event?



# ALCOHOL APPROVAL REQUEST

Event \_\_\_\_\_

Purpose of the Event: *How does this event fit with the goals and objectives of your organization?*

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ Location: \_\_\_\_\_

Sponsor: \_\_\_\_\_  
(Organization)

Contact Person: \_\_\_\_\_  
(Name / Address / Email / Phone Number)

Caterer: \_\_\_\_\_ Contact \_\_\_\_\_  
(Name / Address / Email / Phone Number)

Campus Affiliation of Sponsor: (Please Check Only One)

<input type="checkbox"/> Student	<input type="checkbox"/> ASI or Student Club	<input type="checkbox"/> Student Honor Society
<input type="checkbox"/> Greek Organization	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff
<input type="checkbox"/> Advisory Council	<input type="checkbox"/> CSUSM Foundation	<input type="checkbox"/> External Affairs
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

Anticipated Attendance: Students \_\_\_\_\_ Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Guests \_\_\_\_\_

List all activities of this event: (ex: dinner, lecture, social hour, chess tournament, dancing, campus tour, etc.) \_\_\_\_\_

Approval is Requested for: Beer \_\_\_\_\_ Wine \_\_\_\_\_ Is there a charge to attend this event? Yes \_\_\_\_\_ No \_\_\_\_\_

Will Alcohol be Sold or Provided Free of Charge? Sold \_\_\_\_\_ Free \_\_\_\_\_

List Non-Alcoholic Beverages to be Served: \_\_\_\_\_

List Food Items to be Served: \_\_\_\_\_

**\*\*Please attach a copy of the event menu from a Foundation approved caterer.**

## For Student Events Only

Responsible Host/s Assigned to this Event:

\*\*\*One RH is required for every 50 event attendees

_____	Print Name	Signature	Home/Campus Telephone
_____	Print Name	Signature	Home/Campus Telephone
_____	Print Name	Signature	Home/Campus Telephone

**I certify that I shall be present for the entire event and, on behalf of the sponsoring organization, shall ensure compliance with all applicable State and University regulations (must be 21 yr. or older):**

\_\_\_\_\_  
Advisor's Signature Date

\_\_\_\_\_  
Advisor's Name Home/Campus Telephone



# ALCOHOL APPROVAL REQUEST

## VERIFICATION

Executive Director, ASI (Required for Clubs & ASI events.) *	Date
CSUSM Foundation Designee** (Required)	Date
University Police Designee*** (Required)	Date

## RECOMMENDATION

Appropriate Vice President	Date
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## APPROVAL

Vice President for Finance and Administration	Date
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\* This signature indicates that ASI has reviewed the event contracts (including catering), the student organization's finances (to ensure the group's ability to cover the cost of the event), and has advised the group on the requirement for special event insurance.

\*\* This signature indicates that the caterer is a Foundation and University approved entity that carries the appropriate level of liability insurance.

\*\*\* This signature indicates that the University Police are aware of the event, have assigned CSOs and/or Police Officers to the event, and have knowledge of the Responsible Hosts who have volunteered to work the event.

## **Appendix A**

### **Decision-Making Considerations**

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7. Is there a clearly stated point person (University personnel) who assumes responsibility for the event running smoothly and in accordance with university policies and state laws?
8. How might the use of alcohol support or detract from the purpose and viability of the event?