ABC Process & Parameters

I. PURPOSE

The purpose of these regulations is to provide basic guidelines for the sale, serving, supply 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 Department of Alcoholic Beverage Control (ABC), the University, and the student housing managing authority.

II. DEFINITIONS

A. "Alcoholic beverage" includes wine, beer, distilled spirits and every liquid or solid containing wine, beer or distilled spirits and which contains any percentage of alcohol.

B. The term "appropriate Vice President" refers to the Vice President of the department, college, division or auxiliary sponsoring the event.

C. The term "approving/denying official" refers to any person in the verification routing process for the alcohol approval form.

D. The term "responsible host(s)" refers to any person responsible for the conduct of the event and committed to be present during the entire period in which the alcohol is consumed. Student events require the assignment of a student responsible host as identified by Student Life and Leadership. Campus sponsored events require a campus faculty/staff/managerial responsible host. Outside organizations must provide their own responsible host.

E. The term "sale" means the exchanging of money, services or any consideration, either directly or indirectly, for alcohol. The term "sale" also includes 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.

F. The term "University-sponsored" means any cultural, social or educational event sponsored by registered student organizations, faculty, staff or administrators on University property.

G. An "outside organization" is any organization that is not legally affiliated with the university.

H. The term "co-sponsored" means sponsored jointly by an outside organization and registered student organizations, faculty, staff, administrators or auxiliaries on University property.

I. "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.
J. "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.

K. A "Public Event" is a campus event that is open to the general public.

L. An "ABC Special Daily License" is a temporary license secured to accommodate alcoholic beverages sold at “public events” on campus. There are several licenses:

- License Type 32: One Day Beer License
- License Type 33: One Day Wine License
- License Type 34: One Day Beer & Wine License
- License Type 37: Daily On-Sale General (for events selling distilled spirits, wine & beer)

These licenses can only be issued to a non-profit organization. The campus' non-profit representative is University Auxiliary & Research Services Corporation (UARSC).

M. A "Private Event" is a campus event that is not open to the general public. This type of event is usually an invitation only event, but can include guests of invited guests; it is not open to the general public.

N. A "Catering Event Permit" allows licensed caterers to sell and/or serve alcohol on campus and away from their usual place of business. This type of permit is usually obtained for private events.

O. The "ABC On-Sale License" is the permanent license that the ABC issues to a business that can sell and/or serve alcohol at their usual place of business. UARSC approved caterers with an "On-Sale License" must obtain a “Catering Event Permit” for each contracted private event on campus.

P. The "event organizer" is the client, either internal or external, who is initiating the event.

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 permitted. 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 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. APPROVAL PROCESS FOR THE POSSESSION, DISTRIBUTION OR SALE OF ALCOHOLIC BEVERAGES AT EVENTS
An event organizer must obtain approval to sell and/or serve alcohol at an event on campus. As with all food service operations on campus, an event organizer, in collaboration with Event and Conference Services (ECS), is responsible for obtaining a caterer approved by UARSC with the proper licenses, permits and insurance to serve, supply and/or sell such alcoholic beverages. Sales or consumption of alcoholic beverages may include beer, wine or, in certain circumstances, distilled spirits.

UARSC will verify that the selected caterer maintains the proper training, licenses, permits and insurance which give the authority to serve, supply and/or sell alcoholic beverages on campus. UARSC will also verify that the selected caterer will adhere to all laws applicable to the sale and consumption of alcoholic beverages on campus. The event organizer will provide UARSC with the assigned responsible host.

A. Alcohol Approval Process for University Sponsored Events

1. Not less than eight (8) weeks prior to the prospective event, after the event organizer has confirmed their facility reservations with Event & Conferencing Services (ECS), the Alcohol Beverage Use on Campus form must be routed to the appropriate Vice President for consideration and recommendation signatures. These signatures represent acknowledgement and support of the event.

   **RECOMMENDATION SIGNATURES:**
   Sponsoring College/Department (Dean/Director/Managerial Signature), OR Director, Student Life & Leadership (for Student Organizations), OR Executive Director, Associated Students, Inc. (for ASI Events) OR Outside Organization Representative.
   THEN Appropriate Vice President (for University Sponsored Events), OR Associate Vice President, Community Engagement (for Outside Organizations), OR Vice President for Student Affairs (for Associated Students, Inc.) - Vice Presidents should refer to Appendix A for Decision-Making Considerations before signing.

   Not less than six (6) weeks prior to the prospective event, the event organizer must submit the completed Alcohol Beverage Use on Campus form to ECS for remaining signature routing. These signatures represent verification that the event meets the campus requirements to serve, sell, and supply alcohol and provides final alcohol approval.

   **VERIFICATION SIGNATURES:**
   Director, Events Conferencing Services  
   Chief, University Police or Designee  
   CSU San Marcos UARSC Executive Director or Designee

2. After the request for alcohol use is approved, if a Special Daily License is required, UARSC will prepare the Special Daily License application, and obtain the required signatures for submission to ABC. The event organizer must provide UARSC with a cashier’s check or money order for the appropriate license fee to accompany the application. ($25 beer/$25 wine, $50 beer & wine, $25 General On-Sale Daily Permit for
distilled spirits). Once the application is approved by ABC, ECS will be contacted to pick up the Special Daily License from UARSC Central.

3. If the request for use of alcoholic beverages is not recommended or approved, the denying official must provide justification on the Alcohol Beverage Use on Campus form and return the form to ECS. The Director of Events Conference Services will notify the event organizer of the denial of application.

4. It is the event organizer's responsibility to notify ECS if they choose to cancel the event based upon the denial of the request to include alcohol at their proposed event. Failure to provide such cancellation notice may result in the requestor's liability for any resulting costs to the campus or its departments.

B. Alcohol Approval Process for Outside Organizations

1. Alcohol approval for outside organizations is limited to "Private Events" as defined by ABC.
2. Outside organizations must complete the ERFU and submit an Alcohol Approval Request form to ECS. If recommended, ECS will approve the ERFU. The alcohol request will be forwarded as described for University sponsored events.
3. If the request for alcohol use is approved, the outside organization must use a UARSC approved caterer with appropriate license/permits/training.

C. Alcoholic Beverage Control (ABC) License Guidelines

1. Private Event
   - Not open to the general public; attendees usually have a professional or personal relationship.
   - Caterers can provide no-host/cash bar services to guest attendees if the caterer possesses both On-Sale and Catering Permits.
   - Event venue must not be a licensed location where alcohol is usually served/sold.

2. Public Event
   - Open to the general public or other than a private party
   - No invitations required
   - Includes direct or indirect sales (sale of alcohol, admission fee to event)

ABC requires the non-profit organization (UARSC) to purchase the alcohol (beer and wine only) through wineries (wine growers), wholesalers or breweries. Alcohol cannot be purchased through local retailers, restaurants, etc. EXCEPT if you get a General Permit for distilled spirits. Distilled spirits can be purchased through retailers.

DONATIONS
Beer and wine donations can only be accepted by the non-profit organization (UARSC) and are limited to wineries (wine growers), wholesalers or breweries. At the conclusion of the event, any remaining alcohol belongs to the non-profit organization and cannot be sold, distributed or consumed for private use (sealed or unsealed).
IF alcohol is donated it MUST be sold, directly or indirectly – either by admission fee to the event or a pay-per-drink cash bar.

V. RESPONSIBILITIES OF EVENT ORGANIZERS

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.

A responsible host (full-time management employee/administrator, faculty member, student organization and/or outside organization representative) must assume responsibility for the conduct of the event and be present during the entire period in which the alcohol is consumed. RH must also abstain from all alcohol consumption.

- To ensure that any distribution of alcohol is handled by a caterer approved by UARSC.
- To ensure that any sale of alcohol is handled by a caterer approved by UARSC. The caterer must be licensed by the Department of Alcoholic Beverage Control for alcohol sales and hold the appropriate liquor liability coverage and training.
- 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.
- To provide non-alcoholic beverages in coordination with the University hospitality policy and procedure.
- To provide food (i.e. appetizers, snacks, meal, etc.), to all in attendance at the event.
- To accept responsibility for all damages incurred during the activity and to provide restitution for damages.
- To maintain behavior and activities appropriate to a University setting (i.e. adhering to all campus sanctioned policies).
- 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.
- To abide by the Lease of University Facilities for outside organizations and co-sponsorship.
- To provide a completed guest list to ECS prior to event.

B. Responsible Hosts

1. Student Organization Sponsored Events:
   Any student sponsored on-campus event with alcohol present must have Responsible Hosts (RH) who assists University Police in maintaining the safety of the event. Any student, regardless of age or class year, is eligible to be trained as a RH. Specific duties and responsibilities are outlined in the Responsible Host Training PowerPoint (available in the Office of Student Life and Leadership). The content of the training is subject to change and hosts will be notified of appropriate changes. The RH must abstain from alcohol consumption. One RH is required for every 50 people in attendance.
2. Other Campus Sponsored Events or Outside Organizations:
   (RH) who assists University Police in maintaining the safety of the event.
   The RH must abstain from alcohol consumption. The Alcohol Beverage Control agency
   provides Licensee Education on Alcohol and Drugs (LEAD) training at no cost. The
   LEAD Program provides information for serving alcoholic beverages safely, responsibly
   and legally. Other RH training may be substituted with approval by UARSC. One RH is
   required for every 50 people in attendance.

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. The appropriate Vice President
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. All groups (students, departments, colleges, divisions, auxiliaries and outside organizations)
   are subject to the Authorities provided in this policy.

B. Inappropriate conduct by students is subject to discipline as provided in Sections 41301
   through 41304 of Title 5, California Code of Regulations and Executive Order 1006. Individual
   students found to be in violation of University policies and/or campus regulations 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.

C. Recognized Student 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.

D. Faculty, staff, and student employees are subject to the sanctions reflective of
   departmental/unit and/or campus policies.

E. Visitors or outside 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.