

Guidelines to Serve Alcohol at On-Campus Events

The following considerations will determine approval of alcohol being served at an on-campus event:

- Who the target group/audiences for the event are and how the event is marketed
- Whether the event is to occur at a place or time where/when underage students are present or are expected to be present, including high traffic times and areas
- The degree to which the event compliments or runs contrary to the College's educational mission and substance abuse prevention efforts

Request Process

- Step 1.** Request space and support for your proposed event at <https://virtualems.cca.edu>. Contact the CCA Scheduling Manager or your Program Manager for assistance.
- Step 2.** Read and understand the CCA Guidelines for Alcohol at On-Campus Events and Alcohol Policy as outlined below.
- Step 3.** Fill out the Request for Permission to Serve Alcoholic Beverages Form.
- Step 4.** The Request for Permission to Serve Alcoholic Beverages Form and Event Space & Service Request Form must be reviewed by Event Sponsor (academic program or department).
- Step 5.** The Request for Permission to Serve Alcoholic Beverages Form must be received by Public Safety for consideration no less than 2 weeks prior to the event. There will be **NO EXCEPTIONS**.

Civil Liability & Responsibility as an Event Host

While the law regarding civil liability is complex, please note that under certain circumstances, event planners, bartenders or other organizing members of the event could be held legally liable for the consequences of serving alcohol to underage drinkers, or to obviously intoxicated persons.

As the event planner of the sponsoring organization, you and/or your organization or department could potentially be found personally liable for damages to the injured person(s). Some of the damages you and/or your organization or department could be liable for include, but are not limited, to: bodily injuries, loss of wages due to the injuries and pain, and suffering associated with the injuries.

It is the responsibility of the event planner and sponsoring group or department to comply with the alcohol policies and permits, and to inform those staff members who participate in the event of these policies and procedures. Sufficient planning must occur to avoid potential problems associated with the event and the use of alcohol.

The CCA Alcohol Policy is located online at www.cca.edu/students/handbook.

The following requirements must be met at all Events where alcohol is served:

1. Absolutely no consumption of alcohol at on-campus events by any person under the age of 21 or to any person whose judgment or physical performance has been impaired by alcohol consumption will be permitted or tolerated by the college.
2. A sufficient amount of alternative, nonalcoholic beverages must be available.
3. A sufficient amount of substantial, wholesome food must be served.
4. No self-service of alcohol is permitted.
5. Beer or wine will be the only alcoholic beverages served. Hard liquor are NOT allowed.
6. Identification must be requested to verify age before alcohol beverages are served. Failure to comply with this requirement shall result in the immediate cancellation of the Event but will not release the Event Sponsor from any and all charges associated with the event.
7. There must be a minimum of 2 signage by each bartender table stating:
 - “To be served alcohol, you must present proof that you are 21 and over.”
 - “Refreshments may not be taken beyond the event area.”
8. An Event with alcoholic beverages can last no longer than four (4) hours. Exceptions will only be made under special circumstances. No alcohol may be served during the last hour of a 4 hour Event and the last half hour of a 2 hour Event.
9. No Event will be allowed where alcohol will be the focal point of the event. There may be no reference to the availability of alcohol in any publicity for the event.
10. A license must be obtained from the Alcohol Beverage Board if there is an admission fee, donation requested, or charge per drink.
11. Failure to comply with the rules set forth in this document, state law or with the College alcohol policy, as applicable, may result in the immediate cancellation of an event but will not release the Event Sponsor from any and all charges associated with the event. Failure to comply may also result loss of on-campus space reservation privileges, college disciplinary proceedings and/or criminal charges.

Facilities & Public Safety

The following requirements must be met at all Events where alcohol is served:

1. Consumption of alcoholic beverages will be limited to an approved area, usually a closed room or section of the building. The Event Host and Event Sponsor will be responsible for ensuring that alcohol is consumed only in the designated area and not carried outside the area or the building. For all events, special steps must be taken (significant barriers) to control access and delineate the area for Event.
 - a. Contact the Director of Facilities for additional information.
2. Public Safety Officer(s) must be present for any Event. The number of officers necessary to manage the Event will be at the discretion of the Manager of Public Safety.
 - a. Events exceeding an attendance of 100 people will be responsible for paying the cost of additional officers required to provide security at the event. Officers require a four (4) hour minimum hire.
 - b. Contact the Manager of Public Safety for additional information.

Academic Programs & Departments

For an event sponsored or co-sponsored by a college academic program/department, the following are required:

1. A faculty or staff member must assume direct responsibility for ensuring compliance with the College alcohol policy. This person will serve as the liaison between the officers of Public Safety.
2. Alcoholic beverages are not part of the teaching and learning process and it is inappropriate to serve or consume alcohol beverages as part of an official class or studio activity.
3. Approval of the Event by the Program Manager or Director of the sponsoring department is required.
4. For an event co-sponsored by a College program/department and a non-university entity, all co-sponsors are jointly and individually responsible for ensuring compliance with the College alcohol policy. Exceptions to the general guidelines will be considered on a case-by-case basis with the approval of Senior Cabinet.

Student Organizations

For an event sponsored by a student organization, the following are required:

1. Student organizations or person(s) must be in good standing and have no disciplinary actions on record.
2. Student officer or person(s) must be over the age of 21 and a faculty/staff advisor must assume direct responsibility for ensuring compliance with the College alcohol policy. These individuals must be present at the event and must serve as the contact between the officers of Public Safety.
3. Event approval is required by the Program Manager of the academic program or Advisor in which the student organization is chartered prior to submission of request to serve alcohol.

Request for Permission to Serve Alcoholic Beverages

To serve alcohol at a college-sponsored or on-campus event, understand the alcohol policy, complete alcohol form and approved by academic program/department. **The process must be completed two (2) weeks prior to the event. A COMPLETED form should be e-mailed to psdsupervisors@cca.edu. You will receive an email confirmation if your request is approved or denied by Public Safety.**

EVENT DESCRIPTION

(Please circle where appropriate)

Title of Event: _____
 Date: _____ Type: Reception Meeting Event
 Time of Event: (from _____ to _____) Other: _____
 Time of Alcohol Service: (from _____ to _____) Meal

Proposed Location: _____ Oakland San Francisco

Participant: Students Expected attendance: _____
 Faculty/Staff/Trustees Quantity of alcoholic beverages: _____
 Invited Guests Quantity of non-alcoholic beverages: _____
 Open to the Public Quantity of food: _____

What steps will be taken to assure that alcoholic beverages will not be served to minors?
 ID Check Hand Stamp Tickets Other: _____

What steps will be taken to regulate the serving of alcohol?
 ID Check Hand Stamp Tickets Other: _____

BEVERAGE SERVICE CALCULATOR

	# of guests multiplied by...	ounces per serving...	multiplied by duration of event minus one hour	divided by # of ounces per bottle...	yields maximum number of bottles served.
Wine:	____ x 0.75	x 5 oz.	x [____ - 1]	/ 25oz. wine	= ____ wines
Beer:	____ x 0.75	x 12 oz.	x [____ - 1]	/ 12oz. beer	= ____ beers

APPLICANTS

We, the undersigned, have reviewed the *Guidelines for Alcohol for On-Campus Events* and the *College Alcohol Policy* and accept responsibility for compliance with these and California State laws. We understand that failure to support these will result in disciplinary actions.

Event Sponsor (organization/department associated with host)
 Name: _____ Faculty/Staff Other: _____

Signature: _____ Phone #: _____ Email: _____

Event Host (person supervising)
 Name: _____ Graduate Student Faculty/Staff Other: _____

Signature: _____ Phone #: _____ Email: _____

Bartender (person checking IDs and serving)
 Name: _____ Graduate Student Faculty/Staff Other: _____

Signature: _____ Phone #: _____ Email: _____