

On-Campus Alcohol Use

AP 3500

The use, possession, consumption, sale, supply or delivery (collectively “use”) of alcoholic beverages on District property is generally illegal (Business & Professions Code section 25608). Exceptions exist for use in courses of instruction (section 25608(b)(2), and for certain events at the Flint Center which are not sponsored by the College District and held while the Flint Center is under lease to a private, nonprofit corporation (Section 25608(b)(5). Requests for use of alcoholic beverages on District property shall be processed by the Foothill-De Anza Community Colleges Foundation (“Foundation”) according to the following standards. Approval will be granted on a case-by-case basis by the Foundation where the purpose of the event is fundraising, stewardship, prospecting, and Flint Center events that directly benefit Foothill and De Anza colleges. All applicants must follow the procedures below. 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 Foothill-De Anza Foundation.” These may not be printed or distributed prior to granted approval.

1. No alcohol may be served or used on the campuses of Foothill and De Anza colleges, except at fund-raising events sponsored by the Foundation, or at the Flint Center for the Performing Arts.
2. Alcohol may not be served to or by any individuals who are less than 21 years of age, including students, employees of Foothill or De Anza colleges, the Foothill-De Anza Community College District, and any of their contractors.
3. 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. District Pro Cards may not be used to buy alcohol.
4. A request to serve alcohol at fund-raising events must be submitted in writing to the executive director of the Foundation no less than 45 days prior to the event.
5. Requests shall include the name, date, place, time, purpose, and estimated number of guests at the event, the sponsoring college or District unit, the name and phone number of the individual in charge of the event, and the name of the supervising college or District administrator. A check for \$50, payable to the Foundation, must be included for purchase of a one-day alcohol license from the Alcohol Control Board.
6. If a not-for-profit organization in addition to the Foundation is associated with the event, the request must include the name of the organization and contact information of its director. A brief statement of the organization’s relationship to the college or District must be included.

*Foothill-De Anza Community College District
Administrative Procedures*

7. The Foundation will in turn forward the completed request package to the respective college president for approval. Once presidential approval is received, the Foundation will submit the request to campus security for approval.
8. After receipt of all necessary approvals, the Foundation will obtain the license from the Alcohol Control Board and notify the sponsoring unit no less than 7 days prior to the event so that the individual in charge of the event may pick up the license.
9. At all Foundation-sponsored events serving alcohol, there must be placards posted in clear sight that provide numbers for taxi services or alternative ride home resources.
10. At the discretion of the Foundation, the event organizer will be required to procure general liability insurance naming both the Foundation and District as additional insureds for the public liability risks associated with the event.

Reviewed by Chancellor's Advisory Council 11/3/06