

On-Campus Alcohol Use

AP 3500

A. In General. 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(a)(2)), *special events* (section 25608 (a) (15), Foundation sponsored *fund raising events* (section 25608(a)(10)) 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(a)(5). This AP describes the rules and procedures for use of alcohol at special events and fundraising events.

B. Special Events. As used in this paragraph, “special event” means events that are held with the permission of the Governing Board of the district that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the district, pursuant to a district granted license or permit, and for which the principle attendees are members of the general public or invited guests and not students of the district. Events that DO NOT qualify for special events include, but are not limited to employee parties, employee only functions, and college business meetings. The Chancellor will make the final determination for what qualifies as a special event.

Special Event Procedures

- Invitations, notices, programs, flyers, brochures, table tents, posters, letters, advertisements, public service announcements, or communications for special events must include the phrase “Special Event approved by the District Chancellor”. These may not be printed or distributed for the special event prior to granted approval.
- Auxiliary funds generated by self-supporting District Enterprise operations may, at the discretion of the district Chancellor be used to purchase alcohol for special events. Special event alcohol purchases, whether for on-campus or off-campus events, must be made through check-request forms submitted through the District vice chancellor, Business Services office.
- A request to serve alcohol at special events must be submitted in writing to the appropriate college representative (De Anza: Director, Campus Center, Foothill: Director, Campus Center) no less than 45 days prior to the event.
- Requests made to the appropriate college representative 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 \$100 payable to Foothill-De Anza CCD for special events, must be included for the purchase of a one-day alcohol license from the Alcohol Control Board.
- Private party special events not affiliated with either college or the district must complete

the appropriate facility use form and submit it through the facility rental office of the appropriate college.

- For special events, the respective college facilities rental office will forward the completed special event facilities use form to the district Chancellor for approval. Once district Chancellor approval is received, the facility use form will be submitted to campus security for approval.
- After receipt of all necessary approvals for a special event, the appropriate college designee for special events will obtain the license from the Alcohol Control Board and notify the applicant no less than 7 days prior to the event so that the individual in charge of the event may pick up the license.
- Unless otherwise directed by the vice chancellor for Business Services, the special event organizer will be required to procure general liability insurance naming both the District as additional insured for all liability exposure associated with the approved special event, including but not limited to those arising from the service and consumption of alcohol, with per occurrence and combined limit coverage as specified by the District Office of Risk Management. Except where waived by the Vice Chancellor the Use Permit form will include an appropriate hold harmless/indemnification clause.
- Special events approved to serve alcoholic beverages at an off-campus facility must follow the same requirements and procedures as an on-campus event. If the event venue is open to the public, the facility must also provide proof of license to serve alcoholic beverages.

C. Fund Raising Events. As used in this AP "fund raising events" means a fundraising event sponsored by the Foundation and held at a District facility, but does not include athletic contests sponsored by a college.

Requests for use of alcoholic beverages on District property for **Fund Raising** events shall be processed by the Foothill-De Anza Community Colleges Foundation ("Foundation"). Approval will be granted on a case-by-case basis by the Foundation where the purpose of the event is fund raising, stewardship, prospecting, and Flint Center events that directly benefit Foothill and De Anza colleges. Fund raising events are subject to approval by the appropriate college president or from the district Chancellor. (See *Fund Raising Event Procedures* below for specific details.)

Fund Raising Event Procedures

- Invitations, notices, programs, flyers, brochures, table tents, posters, letters, advertisements, public service announcements, or communications for fund raising events must include the phrase "Sponsored by the Foothill-De Anza Foundation". These may not be printed or distributed for the fund raising event prior to granted approval.
- Non-District funds held in Foundation accounts, at the discretion of the Foundation may

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be used to purchase alcohol for fundraising events. Foundation event alcohol purchases, whether for on-campus or off-campus events, must be made through Foundation check-request forms.

- A request to serve alcohol at foundation fund raising events must be submitted in writing to the executive director of the Foundation no less than 45 days prior to the event.
- Requests made to the Foundation 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 \$100 payable to the Foundation must be included for purchase of a one-day alcohol license from the Alcohol Control Board.
- 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 for its director or responsible party. A brief statement of the organization's relationship to the college or District must be included.
- The Foundation will forward the completed request package to the respective college president for approval. Once appropriate college presidential approval is received, the Foundation will submit the request to campus security for approval.
- After receipt of all necessary fund raising event 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.
- At the discretion of the Foundation, the fund raising event organizer will be required to procure general liability insurance naming both the Foundation and District as additional insured for the public liability risks associated with the event.
- Fund raising events approved to serve alcoholic beverages at an off-campus facility must follow the same requirements and procedures as an on campus event. If the event venue is open to the public, the facility must also provide proof of license to serve alcoholic beverages.

D. Rules Applicable to All Events at Which Alcohol Will be Served. All applicants for either Special Events or Fundraising Events must adhere to the following:

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, special events approved by the Governing Board, or at the Flint Center for events which are not sponsored by the College District and held

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while the Flint Center is under lease to a private, nonprofit corporation.

2. Alcohol may not be served to or by any individuals who are less than 21 years of age.

3. Alcohol may not be purchased using District General Funds and **District Procurement Cards (Pro-Card) may not be used to purchase alcohol.**

4. "Alcoholic beverages which may be served at events include wine, sparkling wine/champagne and beer but do not include distilled spirits or any beverage containing alcohol by volume in excess of 18%."

See Board Policy 3500 Alcohol on Campus

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