Administrative Procedure

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Page:	1 of 7

Subject: ALCOHOLIC BEVERAGES

1.0 PURPOSE

To establish the policy and procedure governing the use of alcoholic beverages on University-owned or controlled property and at events sponsored by or affiliated with the University.

2.0 ORGANIZATIONS AFFECTED

2.1. All organizational units of the University, including auxiliary organizations.

2.2. Applicable off-campus organizations (see Section 5.5).

3.0 REFERENCES

3.1. Alcoholic Beverages, Business and Professions Code, Section 23000, et seq.

3.2. License Agreement & Student Guide, Cal State LA Housing and Residence Life

3.3. Drug and Alcohol Abuse Prevention, Code of Federal Regulations, 34 CFR Part 86

3.4. Use of Facilities and Equipment, Cal State LA Administrative Procedure 505 (AP 505)

4.0 POLICY

4.1. The intent of this policy is neither to encourage nor endorse the use of alcoholic beverages but to describe the permitted and prohibited use of alcoholic beverages on campus. The University will maintain full compliance with applicable federal, state, and local laws and is committed to maintaining an environment for its students that is predominantly free of the use of alcoholic beverages. Students, employees, and visitors who violate laws or University policies concerning alcoholic beverages shall be subject to criminal prosecution and/or institutional sanctions, as appropriate.

4.2. Review and Approval – All university events require review and approval (as applicable) from the following University Officials, who are designated by the President to exercise the discretion outlined in section 6.2.2.

Reviewers:

- **UAS**: The Executive Director of University Auxiliary Services (or designee), including UAS Food Services Management and/or the equivalent.
- **Public Safety**: The Chief of Police (or designee), including campus police officers and/or Management Personnel Plan (MPP) staff within Public Safety.
- **Risk Management**: The Executive Director of Risk Management/EHS (or designee), including MPP staff within RMEHS.
- **Student Life (SL):** The Vice President for Student Life (or designee), including MPP staff within Student Life/Dean of Students.
    - **Note:** Review by Student Life is **only** required for events associated with Recognized Student Organizations/Students (RSOs). These events **must first** be (1) registered with the Center for Student Involvement and then (2) routed for the reviews and approvals noted in this section.

Approvers:

- **President**: The University President (or designee), including the Vice President & Chief Financial Officer, Administration and Finance (VP/CFO).

5.0 DEFINITIONS

5.1. Alcoholic Beverage – includes alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine, or beer, and which contains one-half of one (1) percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.

5.2. Auxiliary Organizations – California State University, Los Angeles Foundation (Cal State LA Foundation), Cal State LA University Auxiliary Services, Inc. (UAS), Associated Students, Inc. (ASI), University-Student Union (U-SU), and the Cal State LA Alumni Association, including any new or superseding Cal State LA auxiliary entities.

5.3. Campus Organizations – All organizational Colleges/Departments/Divisions of the University, including auxiliary organizations.

5.4. Dry – The prohibition of any possession, furnishing, use, consumption, or presence of alcohol, regardless of an individual's age or intent to consume alcohol elsewhere.

5.5. Off-Campus Organizations (3rd parties/non-campus entities) – Any outside group/organization/individual that is not a campus organization or auxiliary that proposes to host an event on University-owned or controlled property. All off-campus organizations are required to be sponsored by a campus organization, as defined in Section 5.3. The University reserves the right to deny any request at its sole discretion.

5.6. Party – A social gathering of invited guests to an identified location for conversation, refreshments, entertainment, and/or for a particular purpose or task.

5.7. Residence – Any apartment or dwelling within University Housing and Residence Life, including any property appurtenant thereof (including but not limited to balconies, sidewalks, and yards).

5.8. Resident – Any person who rents, leases, or resides in a residence.

5.9. Sale – Exchanging any consideration, directly or indirectly, for an alcoholic beverage. The term "sale" also includes the imposition of any admission charge to, or any other charge for, the event at which alcoholic beverages will be served exclusively to those who pay such charge. The term "consideration," as used above, includes but is not limited to money or tickets, tokens, or chips issued in exchange for money or anything else of value.

5.10. University Alcohol and Drug Awareness Committee – The committee studies programs, recommends policy, and serves as the principal advisory body to the President on matters of alcohol and other drug substance use awareness and education. The Committee focuses on goals and recommends programs and initiatives designed to promote alcohol education and comprehensive alcohol policies that are consistent with the mission of the University, assesses campus programs and reviews policies regularly to comply with applicable laws and CSU requirements. The committee meets as needed.

5.11. University Event – Any event, meeting, conference, party, or gathering that is conducted on University property (see Section 5.12) or that is conducted or sponsored by the University, or by a component thereof, or by an official, employee, or agent thereof, acting in their capacity as such, or by any club, team, or organization that is permitted to use the name of the University or that is officially affiliated with the University. Possession and/or consumption of alcoholic beverages that comports with the restrictions outlined in Section 6.2.1. shall be exempt from the definition of "University Event".

5.12. University Property – Any real property, land, facility, or annex, or appurtenant property thereof, which is owned, leased, licensed, rented, used, or otherwise controlled by the University or an official, employee, or agent thereof, acting in their capacity as such.

6.0 GENERAL PROVISIONS

6.1. Prohibitions – The following activities are prohibited.

6.1.1. Any sale, furnishing, use, or consumption of an alcoholic beverage at a University event that is made or performed in violation of federal, state, or local law.

6.1.2. Any sale, furnishing, use, or consumption of an alcoholic beverage at a University event that is not included in Section 6.2.

6.1.3. Any sale, furnishing, use, or consumption of an alcoholic beverage at any off-campus event sponsored by a Recognized Student Organization (RSO) that violates federal, state or local law.

6.1.4. Any possession, furnishing, use, consumption, or presence of alcohol in any affiliated sorority or fraternity house or sanctioned (i.e., approved) event. These locations and associated events shall be "dry" without exception (see Section 5.4).

6.2. Permitted Activities – The activities described in this section constitute the only permitted sales, furnishing, use, and/or consumption of alcoholic beverages on University property or at University events.

6.2.1. University Housing – A resident, 21 years of age or older, may possess and consume alcoholic beverages within their residence in accordance with all applicable rules, regulations, and laws. No person may possess or consume alcoholic beverages in a residence unless they reside there. No person under the age of 21 may be present in or admitted to a residence where alcoholic beverages are being served or consumed unless they are a resident thereof. To the extent that a resident complies with the restrictions outlined in this subsection, their possession and consumption of alcoholic beverages shall be deemed exempt from the definition of "University Event" (See section 5.11).

6.2.2. University Events – The President or designees (see Section 4.2), as appropriate, may review/approve the sale, use, furnishing, or consumption of alcoholic beverages at University events. Any such approval shall specify the event's date, time, and place, and any applicable special restrictions pertaining to the type or quantity of alcoholic beverages. When deemed appropriate, approval may be for a recurring period. The following general restrictions exist in all approvals by the President or designees, whether or not they are stated at the time of approval.

a) No approval of the sale, use, furnishing, or consumption of alcohol shall approve or be construed to approve an act prohibited by law. Appropriate licenses must be obtained in advance from the Department of Alcoholic Beverage Control, wherever and whenever required by law. No person under 21 years of age shall be in attendance, nor shall any visibly intoxicated person be served, sold, or given an alcoholic beverage.

b) Attendance at the event shall be limited to members of the sponsoring organization and their invited guests.

University groups, organizations, staff, administration, faculty, and auxiliaries holding events in a restaurant, club, or outside vendor not affiliated with the University, where alcoholic beverages are customarily sold, furnished, and/or consumed, may make special arrangements with the University for the serving of those beverages at off-campus functions. The campus assumes no responsibility for these events and expects the participants to abide by all applicable local, state, and federal laws.

The event shall not be open to the general public or the general University community except when the event takes place in the Luckman Fine Arts Complex, the Golden Eagle Building, or when necessary, a designated location approved by campus management. The event shall not be advertised or publicized as an event where alcoholic beverages are to be served.

c) Both the chair/coordinator of the event and the sponsoring organization are responsible for compliance with applicable laws, regulations, and University policies.

d) The sales, use, furnishing, and/or consumption of alcoholic beverages shall be immediately ceased at the request of an appropriate University official.

e) In any instance where approval is given for a recurring period, there shall be no service of alcoholic beverages before 3:00 p.m., Monday through Thursday, or before 11:30 a.m. on Friday, Saturday, and Sunday, without specific approval otherwise.

f) Alcoholic beverage trademarks or logos must be clearly subordinate to the sponsored event. Similarly, the name of an alcoholic beverage manufacturer or product may not be connected to the name of the institutional event or facility. It may, however, be promoted as a sponsor of the event.

g) A formal “proof of age” system must be established for every University event, including controlled/monitored entry points that involve the presence of alcohol.

6.2.3. UAS Dining Services – The serving, sale and consumption of Alcoholic beverages provided as part of UAS Dining Services (including UAS University Club Restaurant) is permissible as long as all applicable rules, regulations, and laws are complied with.

6.3. Penalties for Non-Compliance – Violations of this policy may subject the violator to one or more penalties. Individuals may be prosecuted in accordance with any applicable federal, state, or local law. They may be subject to withdrawal from University property at the discretion of the President (or designee). If employees, they may be subject to disciplinary and/or personnel action up to and including termination, consistent with University policies, rules, and collective bargaining agreements. If students, they may also be subject to institutional/ student disciplinary action. Organizations may be barred from using University facilities and/or have their affiliation with or recognition by the University revoked.

6.4. Exemption – The President or designee (VP/CFO) may, at their discretion, exempt persons, events, and/or facilities from the specified requirement of this procedure for single events. However, this shall not be construed to permit or encourage the unlawful sales, use, furnishing, or consumption of alcoholic beverages.

7.0 RESPONSIBILITIES

7.1. The President (or designee) will establish a University Alcohol and Drug Awareness Committee (Alcohol and Drug Committee) (see Section 5.10) that meets as needed.

7.1.1. Committee Membership may include representatives from:

- Associated Students, Inc.
- Athletics
- Counseling Center
- Faculty Representative(s)
- Fraternity and Sorority Life
- Housing and Residence Life
- Human Resources Management
- Office of the Dean of Students
- Public Safety
- Student Conduct
- Student Health Center
- University-Student Union, including student representative(s)

Committee Membership representation may be added, removed, or modified at the discretion of the campus.

7.2. The requestor will route the Request to Serve Alcoholic Beverages form (see Appendix 9.1) to the appropriate University officials. See Section 8.0 for additional details.

7.2.1. UAS Food Services and/or applicable UAS unit personnel will, as needed or as requested by the campus, assist requestors and campus management with completing and routing the form for review and approval.

7.2.2. UAS is designated as the primary campus entity responsible for providing customer service support and guidance for sections 7.2 and 8.0.

8.0 PROCEDURES

8.1. The requestor, whether a campus organization (see Section 5.3) or an off-campus organization (see Section 5.5), will:

8.1.1. If using University property (i.e., on-campus events), reserve University facilities as outlined in Administrative Procedure 505: Use of Facilities and Equipment.

8.1.2. Submit a Request to Serve Alcoholic Beverages form (see Appendix 9.1) for review and approval by the appropriate University officials (see Section 4.2) no later than 10 working days before the proposed event. Additional conditions are as noted below:

- Large-scale events (100 or more attendees) or events associated with RSOs may require up to 20 working days for review and processing.

- For on-campus events, UAS must provide all planned alcohol services.

  In instances where UAS cannot provide planned alcohol services for on-campus events, under no circumstances is the University or UAS required to accommodate or approve a request to serve alcohol on campus or on University property.

- For off-campus events, accurate alcohol license information must be provided on the *Request to Serve Alcoholic Beverages* form (see Appendix 9.1). The campus assumes no responsibility for these events and expects participants to abide by all applicable local, state, and federal laws.

- The University reserves the right, at its sole discretion, to deny any *Request to Serve Alcoholic Beverages* form (see Appendix 9.1).

- All events require the use of a commercial alcohol service provider who must be licensed, and event alcohol servers must be certified to serve alcohol (i.e., RBS certified) by the California Department of Alcoholic Beverage Control (ABC) or applicable regulatory agency.

  Note: UAS alcohol license and RBS Certifications for UAS Alcohol Servers are centrally maintained by UAS (for events serviced by UAS).

- The requesting organization/participants agree to comply with all applicable local, CSU, State, and Federal laws and regulations, including those governing alcoholic beverage service, consumption, and intoxication. Under California

law, both the host and the beverage server are responsible for monitoring alcoholic intoxication.

8.1.3. Specify on the *Request to Serve Alcoholic Beverages* form (see Appendix 9.1) the source of funds used to pay for any complementary or free-of-charge beverages provided during the event.

Note: Operating Funds (i.e., State Funds), including student fees, may not be used to pay for alcoholic beverages, entertainment services, memberships in social organizations, or tobacco products, among other prohibited uses.

Refer to Cal State LA Administrative Procedure 209 (Hospitality, Payment or Reimbursement of Expenses) for additional details on which source of funds may be used to purchase alcohol.

Payment of an admission charge to the event is not a precondition for being served alcoholic beverages.

8.2. The University reserves the right, at its sole discretion, to deny or approve any *Request to Serve Alcoholic Beverages* form (see Appendix 9.1).

8.3. Requests to reimburse expenses for alcoholic beverages will be denied without an approved *Request to Serve Alcoholic Beverages* form (see Appendix 9.1).

8.4. The appropriate University Official (see section 4.2) will, as applicable:

8.4.1. Review/approve or deny (i.e., decline to sign) the *Request to Serve Alcoholic Beverages* form (see Appendix 9.1).

8.4.2. Provide the requesting entity with a copy of the approved/denied *Request to Serve Alcoholic Beverages* form (see Appendix 9.1).

8.5. Faculty, staff, and recognized student organizations may appeal a denial decision in writing to the VP/CFO (or designee).

9.0 APPENDICES

9.1. Request to Serve Alcoholic Beverages Form

Click to Clear All

CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

REQUEST TO SERVE ALCOHOLIC BEVERAGES

This application must be submitted for review and routed for signature approvals **at least ten (10) working days before** the event's date. **See the review and approval section for required signatures.** To expedite the approval process, please answer all applicable questions.

For Recognized Student Organizations, the event **must** first be registered with the Center for Student Involvement **before** routing the *Request to Serve Alcoholic Beverages* for signature approvals. Refer to the Student Organization Handbook for more information.

Please provide/attach all required documentation (as applicable).

1. For on-campus events, UAS ***must*** provide all planned alcohol services*
2. For off-campus events, you ***must*** provide accurate alcohol license information.
3. For outdoor events, provide a copy of a map/diagram or pictures indicating the event setup. The above should indicate exits, pathways, bar setup, fencing, and staff/security personnel. (As applicable)

* Refer to Administrative Procedure 019 - for additional information.

All information is subject to confirmation. Additional supporting documentation must be provided upon request.

Type of Organization:

☐ Campus Organization Unit/Department/Auxiliary; ☐ Staff/Faculty

☐ Recognized Student Organization. (requires initial review from Student Life)

☐ Off-Campus Organization/Group/Individual [i.e., any non-campus/CSULA, 3rd party entity]
(Must be sponsored by a campus organization)

A. Organization Information:

Organization Name: _____

Nature of Organization (Academic, Social, Athletic, etc.): _____

Contact Person: _____ Department/Unit: _____

Telephone: _____ Email: _____

B. Person in Charge of the Organization:

Name & Title: _____

Department/Unit: _____ Telephone: _____

Email: _____

Section C: Read the Instructions Below

Complete section C **only** if the requesting organization is an off-campus organization/group/individual. (i.e., **any non-CSULA entity**)

Name & Title of Campus Sponsor: _____
Will he/she be attending the event? ☐ **Yes** ☐ **No**
Department/Unit of Campus Sponsor: _____

Telephone: _____ Email: _____

Event Information:

1. Name of Event: _____

Venue Name: _____ **Date:** _____

Event Start Time: _____ **(am ☐ pm ☐) Event End Time:** _____ **(am ☐ pm ☐)**

☐ On-campus event, provide location (building/room number, etc.):

_____

☐ Off-campus event, provide location address:

_____

2. Number of expected attendees at this event: _____

Maximum number of occupants allowed at the location: _____

3. How will the number of guests be monitored to ensure the maximum occupancy rate is not exceeded? (e.g., guest by invitation only, etc.)

_____

_____

4. Will all guests be 21 and over? ☐ Yes ☐ No

4a. If no, provide the following:

Estimated % of attendees **21 years of age or older** _____% **and** estimated % of attendees **under the age of 21:** _____% (total must equal 100%)

4b. How will identification be checked?

_____

_____

Note: Valid Identifications must be checked; guests aged 21 and over must be clearly identified to avoid serving alcoholic beverages to minors.

5. Food must be available at the event. Please list what type(s) of food will be available at the event:

_____

6. Please describe your security plan for this event (e.g., Hired Security; Security provided by Venue; Security provided by UPD, Etc.) **Note:** If the event is on campus- University Police/Public Safety must be notified in advance.

_____

7. Alcoholic beverages will be served from: _____ **(am ☐ pm ☐) to** _____ **(am ☐ pm ☐)**

Note: For events ending after midnight, alcohol service should discontinue at least one (1) hour before the event's conclusion or *as required by applicable alcohol laws and regulations.*

Beverage Information: Non-alcoholic beverages **must** be available at this event.

8. List the beverage types that will be served at the event.

Alcoholic Beverages:

_____

Non-Alcoholic Beverages:

_____

9. Will alcoholic beverage(s) be sold? ☐ Yes ☐ No

10. Will beverage(s) be complimentary? ☐ Yes ☐ No

If yes to 10, state the funding source:

_____

*** Note:** Operating/State funds, including Student fees, may **not** be used to purchase or fund alcohol.

Alcohol Service Provider:

11. Who will provide alcohol services for the event?

- ☐ **UAS** (required for on-campus events) **or**
- ☐ **Licensed Commercial Alcohol Service Provider** (required for off-campus events OR events not catered by UAS)

Note: The University maintains UAS alcohol license and RBS Certifications on file. (For UAS serviced events)

Alcohol License Information:

For **non-UAS serviced events** or **off-campus events**, the commercial alcohol service provider **must** be licensed, and alcohol servers must be certified to serve alcohol (i.e., RBS certified) by the CA Department of Alcoholic Beverage Control (ABC) or applicable regulatory agency.

NOTE: Complete 11a and 12 **only** if UAS does **not** provide the event's alcohol service **or** if the event is held off campus.

11a. Provide the Licensee Name, CA Alcohol license #/ type, and Expiration date.

Name: _____ **License Type:** _____

CA Alcohol License No.: _____ **Expiration Date:** _____

12. We confirm that the venue's Alcohol Servers are **RBS-Certified** (or equivalent) *(i.e., ABC's Responsible Beverage Service Training Program)*

☐ **Yes** ☐ **No**

FOR INTERNAL USE ONLY *(As necessary)*

Public Safety/Security & Risk Management: *(Reserved for Public Safety and Risk Management Use only)*

○ **Public Safety**: _____

Comments: _____

○ **Risk Management**: _____

Comments: _____

Terms, Conditions, and Acknowledgment:

My organization and I have read Cal State L.A. Administrative Procedure 019 regarding the Use of Alcoholic Beverages on Campus and hereby agree to abide by the provisions stated therein. We agree to comply with all applicable local, CSU, State, and Federal laws and regulations, including those governing alcoholic beverage service, consumption, and intoxication. **Note**: Under California law, both the host and the beverage server are responsible for monitoring alcoholic intoxication.

We have read Cal State L.A. Administrative Procedure 209, *Hospitality Policy,* and hereby agree to abide by the applicable provisions stated therein. As prescribed by AP 209, we acknowledge that **Stateside Funds** (i.e., Operating Funds) including Student fees, may **not** be used to pay for alcoholic beverages, entertainment services, memberships in social organizations, or tobacco products, *among other prohibited uses*. Other Funds *may* be used to pay for alcoholic beverages, entertainment services, gifts, awards, service recognition, membership in social organizations, and promotional items *to the extent other applicable laws, regulations, or funding source agreements do not restrict these purchases*.

Representative's Name	Title	Signature and Date
_____	_____	_____

Review & Approval:

All events **require** review from UAS, Public Safety, Risk Management, and **approval** by the VP/CFO (or designee) (**See below**)

Additional review from Student Life is only required for events associated with Recognized Student Organizations (**RSO's**)/Students.

- **UAS Review:** _____
  Signature and Date
- **Public Safety Review:** _____
  Signature and Date
- **Risk Management Review:** _____
  Signature and Date
- **Student Life Review:** _____
  *(*See note below)*
  Signature and Date
- **VP/CFO (or Designee):** _____
  Signature and Date

☐ **Approve** ☐ **Deny**

Note: Additional Review from **Student Life** is **only** required for events associated with Recognized Student Organizations/ Students. These events **must** first be registered with the Center for Student Involvement **before** routing for signature approvals.

*All events require signature **review** from UAS, Public Safety, Risk Management, and **approval** from the VP/CFO (or Designee)*