

# CAMPUS ALCOHOLIC BEVERAGE POLICY FOR UCSC SPONSORED EVENTS (Policy #EVC001)

## I. PURPOSE / DETAILED POLICY STATEMENT:

The purpose of the University of California, Santa Cruz campus Alcoholic Beverage Policy is to allow for the legal and responsible use of alcohol; to ensure compliance with applicable state and federal laws and regulations which pertain to the university; and to encourage a social environment conducive to the intellectual and personal development of all campus community members. Illegal alcohol use is not acceptable behavior at UCSC and is of concern to the university. Members of the campus community are expected to be acquainted with and to abide by federal, state, and university regulations regarding the sale, consumption, and distribution of alcohol at UCSC sponsored events.

This policy governs sale, service, and consumption of alcoholic beverages for university sponsored events whether on or off university premises. In every instance where alcohol is consumed, the individuals and organizations involved are responsible for compliance with all applicable local, state, and federal laws, this policy, and other applicable university regulations.

This policy does not encompass rules and regulations governing approval or reimbursement for individual entertainment related alcohol purchases. Where conflicts exist between this campus policy and UC systemwide policies, UC systemwide policies shall take precedence.

## II. DEFINITIONS

- A. Entity: A particular and discrete UCSC unit.
  - B. Guest: A visitor to whom hospitality of the institution is extended.
  - C. Official host: An employee or authorized agent representing the university at an official business meeting, entertainment event, or other activity and certifies the event is consistent with the university's mission. The individual arranging an event (e.g., making hotel arrangements, ordering food, etc.) is not the host unless s/he is physically present at the event and acting in a capacity as the official host. The official host accepts responsibility for event planning, organization, and execution.
  - D. Senior Administrative Officer: Individual delegated top level expense approval authority.
  - E. Sponsor: The top tier individual with signature authority who accepts responsibility for expenditure of funds for the event; confirms safety and security risk concerns are addressed; and ensures all applicable laws and university regulations and policies are followed. The *sponsor* is responsible for ensuring required approvals are obtained and documented.
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- F. Sponsored Event (Event): Any activity that is authorized, organized, and/or controlled by an employee or employees of the university acting within the course and scope of his/her university employment or by an authorized agent of the university regardless of where or when the event is held; including but not limited to meetings, performances, rallies, social gatherings, receptions, functions, and fund raising activities which are sponsored or hosted by an university entity regardless of location.

### **III. GENERAL REQUIREMENTS**

- A. Sale, service, and/or consumption of alcoholic beverages at sponsored events must be approved in advance by delegated authority.
- B. Individuals under the age of 21 years may not possess or consume alcoholic beverages.
- C. Service and/or consumption of alcoholic beverages must be secondary to the sponsored event, and under no circumstances should consumption of alcohol be the primary focus of the event.
- D. Nonalcoholic beverages, food, and snacks must be available during the same time alcoholic beverages are made available.
- E. Advertisement of Event
1. Alcohol shall not be the primary focus of event advertisement.
  2. Advertising shall not contain statements or references such as: unlimited spirits, open bar, all you can drink, etc.

F. Sale of Alcohol

There shall be no sale of alcoholic beverages on university property or at university sponsored events except pursuant to a valid license or one-day permit issued by the State Department of Alcoholic Beverage Control. Exchanging any consideration for alcoholic beverage service constitutes a sale. "Consideration" includes money, tickets, tokens, or chits that have been issued in exchange for money or anything else of value. Because of prohibitions contained in the California constitution, the University may not hold a license to manufacture or sell alcoholic beverages. Therefore, if a campus unit wishes to sell alcohol at a UCSC sponsored event, the liquor license must be held by an independent entity. The regular serving of alcoholic beverages in unlicensed campus facilities is prohibited.

### **IV. SPONSOR REQUIREMENTS**

- A. The sponsor of an event that involves the serving of alcoholic beverages must assure compliance with all the following requirements:
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## **UC Santa Cruz Policy**

1. All applicable laws, regulations, and university policies;
2. Obtain and document approvals for alcoholic beverage service; and,
3. Provide an appropriate level of security for the event as determined by the campus Police Department;

## **V. EVENT REQUIREMENTS**

- A. Events with attendees less than 21 years of age must restrict direct access to alcohol to designated servers of alcoholic beverages.
- B. If alcoholic beverages are provided free of charge, the official host must receive a copy of the Appendix A: "Best Practices for Serving Alcoholic Beverages Free of Charge at UCSC Sponsored Events" and must sign the Acknowledgment and Agreement portion of such appendix.

## **VI. SERVER REQUIREMENTS**

- A. Only those employees authorized to serve alcoholic beverages within the course and scope of their job duties shall serve alcohol.
- B. A server of alcoholic beverages must meet the following qualifications:
  1. Be at least 18 years of age if the server's primary duty at the event is to serve food, and the serving of alcoholic beverages is an incidental duty;
  2. Be at least 21 years of age if the server's primary duty is to mix and/or serve alcoholic beverages; and,
  3. Obtain Alcoholic Beverage Control approved Responsible Beverage Service Training certification if serving for-sale alcoholic beverages.
- C. Servers may not consume any alcoholic beverages during the event.

## **VII. LEGAL LIABILITY**

Any university employee found to be in violation of this policy may be subject to disciplinary action in accordance with Student Code of Conduct or applicable faculty or staff personnel policies, including collective bargaining agreements.

## **VIII. GETTING HELP**

For policy clarification, contact Policy Coordination, Office of the Campus Provost and Executive Vice Chancellor.

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| <b>If you need help with ...</b>                     | <b>Contact ...</b>   |
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| ... questions about this policy                      | ... Policy Coordination, 459-4003.                                 |
| ... questions about security                         | ... Police Department, 459-2231                                    |
| ... questions about insurance                        | ... Risk Services, 459-5154  |
| ... questions about purchase of Alcoholic Beverages  | ... Purchasing, 459-2311   |
| ... questions about donations of Alcoholic Beverages | ... University Relations, Manager, Special Events Office, 459-1798 |

## **IX. APPLICABILITY AND AUTHORITY**

University officials who have been delegated authority to approve the sale, service, and consumption of alcohol are:

- A. **Deans**—for events sponsored by academic units such as departments, programs, research units, individual faculty members; and by units or individuals within functional area of authority.
- B. **Director UCO Lick** – for events sponsored by UCO Lick and Center for Adaptive Optics.
- C. **Senior Director Silicon Valley Initiatives** – for events sponsored by units or individuals in the reporting line to the Senior Director Silicon Valley Initiatives.
- D. **University Librarian**—for events sponsored and held in the university and Science Libraries.
- E. **Vice Provosts** – for events sponsored by units or individuals within functional area of authority.
- F. **Vice Chancellors**—for events sponsored by units or individuals within functional area of authority.
- G. **Campus Provost**—for events sponsored by units or individuals in the reporting line to the campus provost, as well as any event not covered by the above.
- H. **Chancellor**—for events sponsored by units or individuals reporting directly to the chancellor, as well as any event not covered by the above.

This *Campus Alcoholic Beverage Policy for UCSC Sponsored Events* applies to all campus faculty, staff, students, and guests.

This policy supersedes campus *Alcohol and Drug Policy* dated August 1989; *UCSC Alcoholic Beverages Policy for Group Events*, dated April 26, 2007; and, *Delegation of Authority, Authorization to Approve Purchases of Alcoholic Beverages*, Chancellor to CP/EVC, Vice Chancellors, et al., dated May 20, 2002.

The Office of the Campus Provost/Executive Vice Chancellor is the campus authority for the *Campus Alcoholic Beverage Policy for UCSC Sponsored Events*. This policy was reviewed and

approved by Campus Provost/Executive Vice Chancellor, Galloway on 12/1/2010. Next review date is July 2015.

## **X. RELATED POLICIES/RESOURCES**

### UCOP:

UC Business and Finance Bulletin, BUS-79, Expenditures for Business Meetings, Entertainment, and Other Occasions

<http://www.ucop.edu/ucophome/policies/bfb/bus79.pdf>

University of California Policy on Substance Abuse

<http://www.ucop.edu/ucophome/coordrev/policy/11-01-90.html>

### UCSC:

UCSC Student Policies and Regulations Handbook

<http://www2.ucsc.edu/judicial/handbook.shtml>

UCSC Financial Affairs Entertainment Guide

[http://financial.ucsc.edu/Pages/Entertainment\\_Main.aspx](http://financial.ucsc.edu/Pages/Entertainment_Main.aspx)

UCSC Major Events Policy, Student Affairs Policy

<http://studentaffairs.ucsc.edu/staff/policy/docs/MajorEventsPolicy.pdf>

Itemized Receipts for Business Meetings and Entertainment Expenses, April 20, 2009

<http://policy.ucsc.edu/pdf/ItemizedReceiptsforBusinessMeetingsandEntertainment%20Expenses.pdf>

## APPENDIX A

### BEST PRACTICES FOR SERVING ALCOHOLIC BEVERAGES FREE OF CHARGE AT UCSC SPONSORED EVENTS

The purpose of the University of California, Santa Cruz (UCSC) campus Alcoholic Beverage Policy is to allow for the legal and responsible use of alcohol; to ensure compliance with applicable state and federal laws and regulations which pertain to the university; and to encourage a social environment conducive to the intellectual and personal development of all campus community members.

To ensure that all UCSC sponsored events comply with the campus's Alcoholic Beverage Policy, the official host of any UCSC sponsored event must observe the following best practices when serving alcohol free of charge:

1. Do not serve guests who appear to be intoxicated. If a guest appears to have had too much to drink, do not serve additional alcohol to that person. Make a reasonable effort to arrange safe transportation home for the intoxicated guest. The California Department of Alcoholic Beverage Control's "Signs of Intoxication" may indicate when a guest has had too much to drink: <http://www.abc.ca.gov/FORMS/ABC637.pdf>.
2. Provide free food for guests. At a lunch or dinner event, be sure to provide a sufficient amount of food for guests. If the event does not occur at a meal time, it is still necessary to provide substantial food (hors d'oeuvres, dessert, etc.) for guests. Avoid serving only salty foods to guests, as this can encourage them to drink more.
3. Serve non-alcoholic beverages as an alternative to alcohol. Do not encourage guests to drink too much alcohol because there are no other beverages available. The non-alcoholic beverages should be prominently displayed and accessible to the guests.
4. If food or non-alcoholic beverages are no longer available, stop serving alcohol to guests.
5. Discourage self-service of alcohol (and do not allow self-service if underage persons attend the event- see #7 below).
6. If using hired servers or bartenders, instruct them to control the number and size of the beverages they provide to guests, and to stop serving guests who appear to be intoxicated. Instruct servers to ask before refilling guests' glasses in order to control the amount of alcohol guests consume.
7. Do not serve alcohol to persons who are under 21 years of age. If a guest appears to be underage, ask for identification before serving that person. Instruct servers or bartenders to ask for identification if a guest appears to be under 21. To prevent underage drinking, restrict direct access to alcohol to designated servers of alcoholic beverages if underage persons attend the event.

8. Stop serving alcohol at a reasonable time—preferably at least an hour before the event is scheduled to end.
9. Encourage guests to dispose of all alcoholic beverages before they leave the event.

**Acknowledgement and Agreement:**

**I acknowledge receipt of the foregoing Best Practices. I have read and understand and I agree to observe such Best Practices.**

**Signature of Official Host:** \_\_\_\_\_

**Date:** \_\_\_\_\_