



Procedure for the Sale or Service of Alcoholic Beverages on Campus

Related Policy: Sale or Service of Alcohol Beverages on Campus

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Alcoholic beverages at campus sponsored events or events held on campus by third parties using campus facilities may be sold or served only by the Forty-Niner Shops, Inc., or Approved Caterer, under their license issued by the Department of Alcohol Beverage Control. When alcoholic beverages are sold or served, the following procedures apply to all related events/activities.

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1.0 – Requirements for All Events with Alcohol Service

The following procedures shall apply to all on campus events at which alcohol is served:

1. The event/activity must take place at an **Approved Location** on campus.
2. The sale and service of alcohol to persons who are thought to be intoxicated is prohibited.
3. If the event/activity will have a non-hosted **Cash Bar**, an Alcohol Beverage Control (ABC) special daily license is required. The Host must contact the Forty-Niner Shops or Approved Caterer at least fourteen (14) business days before the event for further assistance.
4. **Donated Alcohol** may only be provided to a 501(c)(3) corporation must be served through the Forty Niner Shops.
5. Attendees are not permitted to leave the Approved Location/designated area with alcohol.
6. When alcoholic beverages are served, non-alcoholic beverages must be available at all times, food and/or snacks is highly encouraged.
7. Unless permitted under the guidelines of the Forty Niner Shops' Alcohol Sale and Service Policy and the CSULB Campus Regulations, consumption of alcohol by all persons is prohibited in individual offices, classrooms, laboratories, or generally accessible public or open areas, such as the quad and athletic fields (except Approved Locations or locations approved through submission of the Alcoholic Beverage Clearance Form) and within residence halls by persons under the age of 21.
8. ABC requires all alcohol servers must be 21 years of age or older and Forty Niner Shops policy requires that all alcohol servers shall undergo L.E.A.D (Licensee Education on Alcohol and Drugs) training as provided by the California Department of Alcohol Beverage Control.

2.0 - Student Sponsored Event

The following procedures shall apply to a **Student Sponsored Event** on campus:

1. Student Organizations must start by meeting with their Student Life and Development Advisor.
2. Beer and wine are the only alcoholic beverages available for **Student Sponsored Events**.
3. The student organization shall identify an Event Planner/Host, which shall obtain the Alcohol Beverage Clearance Form from their Student Life and Development Advisor.
4. The Host must reserve the Approved Location via the Event Services Office in conjunction with their Student Life and Development Advisor. The Host will then submit the Alcoholic Beverage Clearance Form for approval to the following offices, in the sequence shown, at least fourteen (14) business days before the event:
 - i. Office of Dean of Students - USU 219
 - ii. University Police
 - iii. Director of Residential Dining & Catering Services for the Forty-Niner Shops, Inc. or his/her designee

5. **Donated Alcohol:** Student organizations are not approved for the use of donated alcohol/products.

Note: The purchase of special event insurance with Liquor Liability coverage may be required as determined by the Risk Manager at 562-985-2396.

3.0 - University Sponsored Event

The following procedures shall apply to a **University Sponsored Event** on campus:

1. The event/activity must take place at an Approved Location on campus.
2. The Host shall obtain the Alcohol Beverage Clearance form from the Forty-Niner Shops, Inc. or the Approved Caterer.
3. The Host must reserve the Approved Location via the Event Services Office and then submit the Alcohol Beverage Clearance Form for approval to the following offices at least fourteen (14) business days before the event:
 - Department Dean or appropriate administrative approval
 - University Police
 - Director of Residential Dining & Catering Services for the Forty-Niner Shops, Inc. or his/her designee

Note: The purchase of special event insurance with Liquor Liability coverage may be required as determined by the Risk Manager at 562-985-2396.

4.0 – Third Party Event with Facility Rental

The following procedures shall apply to a 3rd Party Event with facility rental on campus:

1. The event/activity must take place at an Approved Location on campus.
2. The Host will work directly with the **Approved Caterer** and venue manager of the **Approved Location**.
3. The Host will be responsible to secure special event insurance coverage through the Venue.
4. The Host must reserve the **Approved Location** via venue manager, then submit Alcohol Beverage Clearance Form for approval to the following offices at least fourteen (14) business days before the event:
 - i. Venue Manager
 - ii. University Police
 - iii. Director of Residential Dining & Catering Services for the Forty-Niner Shops, Inc. or his/her designee
5. If the event/activity will have a non-hosted Cash Bar, an Alcohol Beverage Control (ABC) special daily license is required. The Forty-Niner Shops, Inc. or Approved Caterer will process as required through ABC. The group planner must contact the Forty-Niner Shops, Inc. or **Approved Caterer** at least fourteen (14) business days before the event for further assistance.

Note: The purchase of special event insurance with Liquor Liability coverage may be required as determined by the Risk Manager at 562-985-2396.

5.0 - University Intercollegiate Athletic Events in University Owned/Operated Facilities

4. Follow all previously listed procedures for University Sponsored Event.
5. The sale of alcohol begins 60 minutes before the scheduled start time of the game and sales discontinue based on the sport.
6. There is a two-drink limit for attendees per sale at concession stands, with the right to deny sale or service to attendees who show signs of impairment.
7. Attendees are not permitted to bring alcoholic beverages into the facility and are not permitted to leave the facility with alcohol.

The service of alcoholic beverages at general athletic events shall be limited to beer and wine, the sale of which begins 60 minutes before the scheduled start time of the game and must cease based on the following parameters:

SPORT	DISCONTINUE TIME FOR SALES
Baseball	End of the 7th inning
Beach Volleyball	After first set is finished
Men's and Women's Volleyball	When one team wins 2 games
Men's Basketball	10 min into the 2nd half
Soccer	10 minutes into the 2nd half
Softball	Single game – end of the 5th inning; doubleheader - end of the 5th inning of second game
Tennis	2 hours after match starts
Track	1 hour before the last scheduled event of the day
Water Polo	When half time ends
Women's Basketball	End of the 3rd quarter

Please contact the Risk Manager at 562-985-2396 if you have any questions.

6.0 – Definitions

Approved Caterer

A complete list of the university-approved caterers can be found at the following webpage:
<https://www.csulb.edu/49er-shops-at-the-beach/catering>

Approved Location

When alcohol is sold or served at an event/activity on the University campus, it must be consumed within a building or on its terrace in compliance with an ABC license permit. Attendees shall not bring alcohol into the facility and are not permitted to leave the facility with alcohol. Transportation of alcohol in open containers to a campus parking lot or to any other location in or around the campus is prohibited. Consumption of alcohol is permitted only within the established and approved location designated for the event. Specific locations are identified in the CSULB Campus Regulations, Regulation X, which can be found at the following website:

[https://web.csulb.edu/divisions/students/studentdean/campus_regulations/documents/REGS_BO OK REG 10.pdf](https://web.csulb.edu/divisions/students/studentdean/campus_regulations/documents/REGS_BO_OK_REG_10.pdf)

Other locations may be approved through the Alcohol Beverage Clearance Form approval process. The Event Services Office in consultation with University Police will determine the appropriate levels of security at athletic events where alcohol is being sold or served.

No person may bring alcoholic beverages to any university workplace for consumption unless prior approval has been granted through the Alcohol Beverage Clearance Form approval process. Consumption of alcohol is prohibited in residence halls by persons under the age of 21, individual offices, classrooms, laboratories, or generally accessible public or open areas, such as the quad and athletic fields (except Designated Locations).

Cash Bar

When an Approved Caterer is hired to provide food service for an event and beer/wine is made available for purchase at the event, or is paid for by the guest as part of their meal cost, this is considered a non-hosted or cash bar. The ABC special daily license is required.

When an Approved Caterer is hired to provide food service for an event and beer/wine is included as part of the catering package paid for by the host, or person affiliated with the host, this is not a cash bar and the ABC special daily license is not required.

Donated Alcohol

Donated alcohol is only available to 501(c)(3) corporations and must only be provided by a licensed wholesaler, manufacturer or distributor and the Host will be required to submit an application (fee to be paid upon submission) with the Department of ABC to permit its use. The Forty Niner Shops, Inc. must serve all donated alcohol. Department of ABC requires special handling of this product; please allow thirty (30) days before the event date.