



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 Forty Niner, Inc. dba Beach Shops, 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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Requirements for All Events with Alcohol Service

The following procedures apply to all on-campus events at which alcohol is served, and a permanent ABC license does not exist:

1. The event/activity must take place at an **Approved Location** on campus.
2. The sale and service of alcohol to people who are thought to be intoxicated is prohibited.
3. If the event/activity has a non-hosted **Cash Bar**, an Alcohol Beverage Control (ABC) special daily license is required. The Host must contact Forty Niner, Inc. dba Beach 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 and may only be served in connection with public service or fundraising activities including picnics, parades, fairs, amateur sporting events, agricultural exhibitions, or similar events. Use of donated products requires submission of a request for a "Daily License" under a campus 501(c)3 entity. (ABC-221). This corporation will be required to apply to ABC for a permit to serve this product but per policy it must be served through a university authorized caterer. Donated alcohol **may not be** served in a facility that has a permanent ABC license (Nugget, Outpost, Pyramid, and Carpenter Performing Arts Center (CPAC)) to serve alcoholic beverages.
5. Attendees are not permitted to leave the Approved Location/designated area with alcohol
6. When alcoholic beverages are served, non-alcoholic beverages must always be available. Availability of food and/or snacks is highly encouraged.
7. ABC requires all alcohol servers must be 21 years of age or older and the State of California requires that all alcohol servers, and anyone selling from a central point of sale, shall undergo R.B.S. (Responsible Beverage Service) training as provided by the California Department of Alcohol Beverage Control.

Student Sponsored Event

The following procedures 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:
 - Office of Dean of Students - USU 219
 - University Police
 - Chief Business Officer for Forty Niner, Inc. dba Beach Shops, or his/her designee

University Sponsored Event - On Campus

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 Food Service, (Hospitality) page of the campus purchasing website, 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
 - Chief Business Officer for Forty Niner, Inc. dba Beach Shops 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.

University Sponsored Event - Off Campus

For any event with alcohol service that is held off campus and is paid for full or in part by CSULB or its affiliate auxiliaries, such events will require university administration approval. For additional details, see the Administrative Guideline for the Sale or Service of Alcoholic Beverages

Third Party Event with Facility Rental

The following procedures 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 for 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:
 - Venue Manager
 - University Police
 - Chief Business Officer for Forty Niner, Inc dba Beach Shops. or his/her designee
5. If the event/activity will have non-hosted beer and/or wine service, this is determined to be a Cash Bar and an Alcohol Beverage Control (ABC) catering permit is required ABC Form 218. For this permit, the Approved Caterer will process as required through ABC. The group planner must contact 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.

University Intercollegiate Athletic Events in University Owned/Operated Facilities

1. Follow all previously listed procedures for the University Sponsored Event.
2. The sale of alcohol begins 60 minutes before the scheduled start time of the game and sales discontinue based on the sport.
3. 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.
4. Attendees are not permitted to bring alcoholic beverages into the facility and are not permitted to leave the facility with alcohol.
5. All customers wishing to consume alcohol will have ID's checked, no exceptions.
 - Employees/contractors of the concessions service provider will be responsible for this ID check. No valid ID, no wristband, no service, no exceptions.
 - ID's will be checked, and wristbands issued.
 - If there is any question that an ID is not valid, then no purchase of alcoholic beverages will be allowed.
 - All customers with valid ID will be provided with a wristband on their wrist.
 - All customers must show a wristband to purchase alcoholic beverages.
6. Wristbands must be non-transferable, and the color of the wristbands will change randomly.
7. Appropriate levels of security should be maintained at NCAA athletic events where alcohol is being sold or served.
 - Contracted security and/or Athletics events staff personnel will be stationed at all public entrances to conduct bag searches and prevent alcoholic beverages from entering or leaving athletic facilities.
 - A minimum of two (2) Long Beach State special event police officers will be employed at any event where alcoholic beverages are served.
 - University Police (UPD) and Athletics event management staff will coordinate the appropriate UPD staffing for Long Beach State Athletic events.
 - UPD and Athletics will coordinate and identify selected events to have "plainclothes" special event police officers to monitor and enforce this policy. These individuals will work in conjunction with uniformed special duty police officers, Forty Niner, Inc dba Beach Shops and Athletics employees, and any contract employees at the event.

Brotman Hall Room 289

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 the first set is finished
Men's and Women's Volleyball	When one team wins 2 games
Men's Basketball	10 minutes 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 on 562-985-2396 if you have any questions.

Definitions

Approved Caterer

A complete list of the university-approved caterers can be found on the following webpage: Food Service (Hospitality)

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 should 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 VII, which can be found on the following website: Campus Regulations VII.

Other locations may be approved through the Alcohol Beverage Clearance Form approval process. The Event Services Office, in consultation with the 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

Student organizations are not approved for the use of donated alcohol/products.

For non-student events:

1. Events with alcohol service utilizing donated products; Donated products may ONLY be provided to a 501(c)(3) corporation, which may not already be a holder of a permanent ABC license. Wine or beer given or sold by a winegrower, beer manufacturer, beer and wine wholesaler, or licensed importer may be furnished only in connection with public service or fundraising activities including picnics, parades, fairs, amateur sporting events, agricultural exhibitions, or similar events. (B&P Code 25503.9) Use of donated products requires submission of request for a "Daily License" under a campus 501(c)3 entity. ABC Form 221 ABC-221 Instructions
2. Donated products may not be used by the holder of a permanent license in their operations of selling alcoholic beverages. Also, Donated alcohol may not be mixed with alcoholic beverages sold by a retail licensee to an event with a temporary license (one-day permit) (code 23355.3). In other words, an event making use of donated products may only serve donated products and a campus location which already has a permanent license may not apply for a "Daily License" to host an event of this type.
3. By campus policy, donated alcohol may only be served for consumption by a campus approved caterer.
4. The department of ABC requires special handling of this product; please allow thirty (30) days before the event date.

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