



## Administrative Procedure

### Chapter 3 – General Institution

#### AP 3561 – ALCOHOLIC BEVERAGES FOR NON-INSTRUCTIONAL PURPOSES

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#### ATTACHMENT A: OPERATING PROCEDURES

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As outlined in Administrative Procedure, AP 3561, *Alcoholic Beverages for Non-Instructional Purposes*, the San Diego Community College District does not provide or obtain a license to sell or serve alcohol at events being held in or on district facilities. Events on the college campuses where alcoholic beverages shall be served, sold, and/or consumed, in accordance with AP 3561, require specific approval prior to event planning, as outlined herein.

#### APPROVAL PROCESS

The organization or individual (“Client”) sponsoring the event where alcohol will be served must first obtain approval for both the event and the serving of alcohol at the event. Approval is required from the college’s Vice President of Administrative Services, or for events being held on District property that is not on a college campus or site, the Executive Operations Officer at the District Office.

1. To request approval for alcohol use at an event, the client must submit the *Request to Serve Alcoholic Beverages on District Property* form, which shall be available in the college’s Office of the Vice President of Administrative Services, or at the Operations, Enterprise Services, and Facilities Division at the District Office.
2. Upon submittal, the college Vice President of Administrative Services (VPA), Executive Operations Officer (EOO), or respective designee shall ensure the request to serve alcohol at an event meets the guidelines outlined in Administrative Procedure, AP 3561, *Alcoholic Beverages for Non-Instructional Purposes*.
  - a. Only approved vendors may supply alcohol for Fundraising Events, Special Events, and Private Events as defined in AP 3561. A list of approved vendors will be supplied to the client for direct contact, scheduling, and payment arrangements.
    - 1) The SDCCD, or employees thereof, are not responsible for securing a vendor on the Client’s behalf.
    - 2) No vendor can serve a Client on District property without being approved by the District.
    - 3) No college or District general funds or public funds shall be used to purchase or reimburse fees associated with alcohol services at an event.
  - b. If Client wants to use a vendor who is not yet approved, a separate submission is required to validate the vendor and should be directed to the District Events Director.

- 1) The District Events Director will validate and track all pre-approved and singular-use approved vendors to ensure compliance and renewal as required by the California Department of Alcoholic Beverage Control (ABC).
3. If the event does not meet the requirements outlined in AP 3561, the Client will be notified that their event is not approved to serve alcohol.

#### REQUIREMENT UPON APPROVAL FOR ALCOHOL USE

1. Proof of Insurance for each specific event must meet the following minimum requirements:
  - a. The coverage must be acquired through a reliable insurance company acceptable to the District.
  - b. The insurance policy must be in force at the time of the event, and must include workers compensation coverage.
  - c. The per-occurrence limit of the insurance policy must be at least one million dollars (\$1,000,000). The insurance policy aggregate limit must be at least two million dollars (\$2,000,000).
  - d. Client is required to list the District as an "Additional Insured" under the insurance policy. A copy of the additional insured endorsement to the insurance policy must be provided with the certificate of insurance.
  - e. The insurance policy must provide Host Liquor Liability coverage in an amount of no less than two million dollars (\$2,000,000).
2. Client is responsible for the cost of required security. At least two San Diego Community College District Police Officers are required for any event where alcohol is present, but may be modified by the Police Chief in consultation with the Executive Operations Officer and applicable College President. The San Diego Community College District Police Department, at its discretion, may require additional security measures based on anticipated attendance. The consumption of alcoholic beverages by anyone under the legal age at an event held on District property is prohibited and will result in appropriate disciplinary action.
3. Under no circumstances may the major purpose of an event be the serving of alcohol. The fact that alcohol will be served may not be used to promote the event.
4. The event must be outside of regular instructional hours.

#### ALCOHOL SERVICE GUIDELINES

1. Vendors supplying and serving alcohol must ensure employees who pour, serve, or deliver drinks, including volunteers, must be RBS certified.
  - a. Additional certification and licensure is required by the vendor at events where alcohol is being sold (e.g., cash bar).
2. Alcoholic beverages shall only be consumed in the approved enclosed or inside area designated on this request. Exterior service areas must be clearly defined.
3. Non-alcoholic beverages (e.g., water, soda) must be available at all functions where alcoholic beverages are served or sold.

4. The vendor must specify an individual, over 21, who will be assigned to check identification during the event.
  - a. Placard posted at each location where alcohol is served in plain view of guests that:
    - 1) Alcoholic beverages will not be served to individuals under the age of twenty-one (21), and that identification verifying age must be provided.
    - 2) The District, or third-party vendor service provider, may refuse service.
    - 3) The consumption of alcoholic beverages may be harmful to health.
    - 4) Provide telephone numbers for taxi services and other alternative transportation resources.
5. The Client must have a designated coordinator responsible for the proper and timely removal of all alcoholic beverages immediately following the event.