



# UNIVERSITY OF LA VERNE

## ALCOHOL PERMIT POLICY

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This Alcohol Permit Policy governs the planning, serving and consumption of alcoholic beverages on the campus of the University of La Verne. This policy may be amended or superseded at any time by the University. The University of La Verne does not permit alcohol on its campus except as otherwise approved and allowed under this policy.

1. The State of California prohibits the possession of, or consumption of, alcoholic beverages by individuals who are under the age of 21. The University will rigorously enforce the law. The consumption of alcohol is only by individuals over the age of 21 who have provided an acceptable form of identification, which will be either a valid driver's license with a photo or a California DMV issued Photo ID Card.
2. No one may possess or consume alcohol in any area of the University of La Verne's campus except in the designated areas, and during approved events at locations specifically approved through the alcohol permit process described below. No consumption or possession of alcohol is allowed in University Residence Halls.
3. Only beer and wine are permitted under this policy.
4. The designated areas of the University for which the Alcohol Permit covers, as approved by the California Department of Alcohol Beverage Control, are as follows: the Abraham Campus Center, Fasnacht Court, Hanawalt House, Harris Art Gallery, Howell Board Room, President's Conference Room, and President's Dining Room or in other specific locations as approved by the Alcohol Control Board. For any other areas a Catering Permit must be processed.
5. At events held at the University of La Verne at which alcohol will be served, it is the responsibility of the event sponsor to control the persons consuming alcoholic beverages by ensuring that legal drinking age is verified.
6. The Director of Campus Safety shall review security proposal(s) offered by the organization and may approve the proposed plan and any personnel recommended for the event or direct Campus Safety personnel to staff the event. La Verne policy and guidelines apply to both La Verne and non-La Verne groups using University of La Verne facilities.
7. A completed application for an Alcohol Permit must be submitted to the Associate Director of the Campus Center at least sixty (60) business days before the event, and must be made on the appropriate application form found on the Abraham Campus Center website at <http://www.laverne.edu/campus-center/policies-and-procedures/> or the Campus Safety Website. The application must be accompanied by all attachments (including licensing), a signed indemnity agreement, and certificate of insurance.
8. The Alcohol Review Board will review each application for an Alcohol Permit to ensure all aspects and requirements of the application have been met. The Vice President for Facilities, Technology and Human Resources has the authority to approve or deny applications for Alcohol Permits presented by the Alcohol Review Board.
9. An Alcohol Permit will only be granted for a specifically designated event (Permitted Event). A Permitted Event must observe the following requirements:

- a) For University sponsored events at which alcohol will be served, one (1) Security Guard/Officer for every 75 attendees is required unless alternative security provisions are approved by the Alcohol Review Board.
  - b) For non-University sponsored events at which alcohol will be served, one (1) Security Guard/Officer for every 50 attendees is required unless alternative security provisions are approved by the Alcohol Review Board.
  - c) Food and non-alcoholic beverages must be readily available to any guest at any event where alcohol is served.
  - d) External food and beverage providers must be contracted for liquor serving at all events on campus covered by this policy.
  - e) Alcohol Service may occur for a single contiguous time period only in controlled areas of the campus outlined in (4) above.
  - f) University sponsored events at which alcohol is to be served should be consistent with the proper image and mission of the institution in regards to purpose of fundraising, donor relations, outreach, and other appropriate events supporting the University. Alcohol may not be served at events sponsored by Traditional Undergraduate organizations or geared towards the Traditional Undergraduate population.
  - g) No event shall be held for the central purpose of consuming alcohol and food.
  - h) An event that requires a paid admission, a fee, or an invitation must abide by a strictly-enforced stop time that allows for an orderly and temperate consumption prior to the end of the event.
  - i) Any event where alcohol is served and persons under 21 years of age are in attendance requires a responsible host/person from the organization (full-time University faculty, full-time University management employee/administrator, or an approved outside organization representative) is be present for the entire event. The responsible host/person must abstain from alcohol consumption.
10. Applications must be submitted and signed by the sponsor(s) of the event, who must comply with all applicable State and local laws regarding alcohol consumption.
  11. Alcohol may not be sold or consumed at an event unless (and until) the event receives an Alcohol Permit from the University of La Verne. It is the responsibility of the applicant to confirm the approved Alcohol Permit.
  12. Underage drinking and/or the serving of alcohol to visibly intoxicated persons is prohibited by State law and local code and must be enforced at all times.
  13. Underage students currently enrolled in the University of La Verne found in violation of the alcohol policy will be subject to Disciplinary Review by the Office of the Dean of Student Affairs and the policies of that office.
  14. The event is required to be fully contained to the specific rooms/areas identified and reserved and alcohol may be consumed only in those specific rooms/areas that are identified in the agreement as part of the event.
  15. Access to the events that are not open to the public will be by written invitation, exclusive registration and/or by other access restrictions.

16. If the event is open to the general public of all ages:
  - a. A confined and defined area for alcohol consumption must be cordoned off and clearly marked.
  - b. Sufficient space outside the cordoned area must be set aside to accommodate attendees who do not wish to be present where alcoholic beverages are being consumed.
  - c. Entrance into (and exit from) the cordoned off area shall be controlled by responsible host staff members.
  - d. No alcoholic beverages may be taken out of the cordoned off area.
17. Alcohol may not be purchased for an event using University funding except for:
  - a. Purposes of alumni fundraising promoted by Alumni Relations/University Advancement. \*
  - b. Admission recruiting where the parents of a potential student(s) are being served. \*
  - c. Any event hosted or approved by the Office of the President. \*
18. A copy of documented evidence of donation of alcohol should be attached to the Alcohol Permit Application.
19. Employees of the University may not consume alcoholic beverages during their assigned working hours unless part of a sanctioned University event.
20. No alcohol other than that approved and being served by the approved servers can be brought to any event or to the campus.
21. Event sponsor must provide a copy of any and all advertising to be used for and with the event copies must be attached to the Alcohol Permit Application for review.
  - a. The event shall not be advertised to the public or University community as an event where alcoholic beverages are to be served.
22. Service of alcoholic beverages must cease at least 1 hour before the scheduled ending time of the event.

\*It is the responsibility of the applicant to submit appropriate paperwork to Accounts Payable to document inventory of the alcohol purchased (including the return for refund of any unused inventory). Applicant must return all unused inventory to the establishment of original purchase and provide documentation of doing so to Accounts Payable.