

*California Lutheran University
Parameters and Regulations for Special Events with Alcohol on Campus
August 2, 2006*

The fundamental purpose of the California Lutheran University community is a dedication to excellence in education, development of identity and character, and a commitment to service and justice. Substance abuse and the resulting consequences negatively impact campus life and impair individual clarity of thinking, verbal and perceptual acuity and mental alertness.

CLU supports campus programs leading to wider understanding of the use and abuse of alcohol and other drugs. In terms of alcohol, choosing not to drink is as socially acceptable as choosing to drink. Unlawful drinking or drug use, excessive drinking, and drunkenness are not condoned. Intoxication is not an excuse for misconduct or infringing on the rights of others. This document endeavors to provide clear guidelines for the application of policy. The following are the guiding principles for determining the application and approval process for serving alcohol at on campus events at California Lutheran University, and are minimum requirements. Additional requirements may be implemented by the approving party and exceptions to these requirements must be approved by the President of the University or his/her designee.

Current CLU Alcohol policy states:

“Alcohol is allowed on campus and may be served at special events where specific permission is sought and granted by the President of the University (or designee). These special events include, but are not limited to wedding receptions, dinners for Regents or other guests of the University, and receptions held on campus by external organizations. Distilled spirits are not permitted at approved special events and non-distilled spirits provided must be served by catering services holding license to do so. Residential facilities of the University are not locations on the campus that will be considered for this exception.”

(As cited from the California Lutheran University Student Handbook, 2006-2007 and approved by the CLU Board of Regents, May 2006)

1. Locations

- a. Only specified locations as listed in this document may be approved venues for the serving of alcohol on campus. The approved venues are as follows: Gilbert Sports and Fitness Center gymnasiums, Lundring Event Center, Nelson Room, Kingsmen Park and Pepper Grove.
- b. Outdoor venues (Kingsmen Park and Pepper Grove) must be fenced and/or tented for alcohol to be served at these venues and the only alcohol that may be served is champagne for a toast.
- c. Alcohol will not be served in any academic buildings, residence halls and adjacent patio/quad areas, and the Student Union Building.

2. Security

- a. Security officers must be hired to staff any event not sponsored by a Division of California Lutheran University where alcohol will be served.

- b. Security officers must be hired to staff any event sponsored by a Division of California Lutheran University where alcohol will be served and anticipated attendance is over 50 guests.
- c. One security officer per 100 anticipated attendees is required. The cost of hiring security officers will be the responsibility of the event sponsor and the hiring of security officers will be facilitated through Sodexho Catering Services. When Sodexho Catering Services is not catering the event (see Food Service), the hiring of security officers will be facilitated by Events Services.
- d. All security officers used for special events where alcohol will be served are required to be certified and trained through State of California Alcohol Board approved alcohol training.

3. Food Services

- a. All special events where alcohol will be served require first proposal for food and beverage services through Sodexho Catering Services.
- b. If Sodexho Catering Services chooses not to accept the contract for the special event, another catering service may be contracted. An approved list of caterers with appropriate alcohol licenses will be provided. Special events that desire to use a caterer not on the university approved list will be required to gain special approval from Events Services.
- c. No current CLU student may serve alcohol at a special event on campus.
- d. All food service providers licensed to sell alcoholic beverages in a university facility shall have trained servers through State of California Alcohol Board approved alcohol training.
- e. The price of alcoholic beverages sold on campus shall not be at a level to encourage excessive consumption (e.g., progressive drink pricing).
- f. It is unlawful to issue a license to any student organization to sell alcoholic beverages (California Penal Code, Section 172e).

4. Service of Alcohol

- a. All individuals, groups or organizations responsible for an event at which alcoholic beverages are served must ensure compliance with applicable laws and university policies and regulations.
- b. The consumption of alcohol shall not be the primary purpose of any event.
- c. At all events where alcoholic beverages are served, suitable non-alcoholic beverages and food shall be made available for the duration of the event. Non-alcoholic beverages shall be of comparable quality and shall be featured as prominently as the alcoholic beverages.
- d. No event shall include any form of drinking contest in its activities or promotion.
- e. No person under 21 years of age and no obviously intoxicated person shall be furnished, served, or given an alcoholic beverage (California Business and Professions Code 25602a, 26558a).

- f. A person may be a server of alcoholic beverages at 18 years of age if his or her primary duty is the service of food, with the service of alcohol being incidental. He/she may not, however, mix drinks or serve drinks from the bar until he/she is 21 years of age or older (California Business and Professions Code 25667).
- g. Servers and event assistants are prohibited from consuming any alcoholic beverages at events.
- h. Serving of alcoholic beverages must be discontinued 30 minutes prior to the scheduled ending of the event.
- i. All campus entities that sponsor events at which alcoholic beverages are served must review this policy and implementing guidelines prior to the event, and are responsible for ensuring compliance.
- j. No alcoholic beverages or alcohol containers shall be removed from the designated event location, except by Sodexho Catering Services or approved outside catering services. Appropriate disposal of alcohol containers must be completed by catering services.

5. Identification

- a. Sodexho Catering Services or another approved catering service will be responsible for the verification of identification and legal age of all guests consuming/being served alcohol.
- b. All liability for appropriate serving of alcohol falls on the catering service possessing an alcoholic beverage license.

6. California Lutheran University Students

- a. The CLU Standards of Conduct prohibit the possession and consumption of alcohol by students on campus, and additionally prohibits CLU students from being in the presence of alcohol on campus. Alcohol may only be served to CLU students who are invited guests of the special event and are of legal age for alcohol consumption. Students who violate this policy may face disciplinary action as a student of California Lutheran University.
- b. Any student who is considered a staff member, sponsor or volunteer for an event is not allowed to consume or serve alcohol at an event and can face disciplinary action as both a student and employee of California Lutheran University for violation of such policy.
- c. Alcohol will not be served at events intended for CLU students.

7. Delivery and Storage

- a. Delivery of alcohol for special events on campus must be coordinated through professional staff members of Sodexho Catering Services. No student staff member can receive an alcohol delivery.
- b. Alcohol storage on campus must be confined to a locked area of the Sodexho Catering Services building space until an appropriate time for serving.

- c. When transported to an event site, alcoholic beverages must be under the supervision of a professional staff member of Sodexo Catering Services. A CLU student staff member may not be the supervisor or transporter of alcoholic beverages on campus.
- d. Outside catering services will be required to check in at the CLU Welcome Center with Campus Safety and Security and will transport alcohol directly to the venue after checking in.

8. Event Management

- a. All special events where alcohol will be served require a \$500.00 deposit as a part of the application process. Should the event guests or sponsors violate the policy for alcohol at special events, the deposit will be forfeited to the university.
- b. All publicity posted on campus must be approved by the Office of Student Programs. As stated in the CLU Standards of Conduct, "The Student Programs Office has the right not to approve publicity if it is found in poor taste, offensive, or not up to University standards. The Student Programs Office will not approve publicity for an event that promotes the use of alcohol or drugs..." (CLU Student Handbook, policy 16).