

**AP 3560 ALCOHOLIC BEVERAGES**

**References:**

**Business and Professions Code Sections 24045.4, 24045.6,  
25608(a)(10),(14), (15) and (17), and 25658  
34 Code of Federal Regulations Part 668.46(b)**

**The possession, sale, consumption, or furnishing of alcohol on District or College property is governed by California state law, The California Department of Alcohol and Beverage Control, and these procedures. However, the enforcement of alcohol laws on campus is the primary responsibility of the Riverside Community College District Police Department. The District and Colleges have been designated “Drug Free” and only under certain circumstances is the consumption of alcohol permitted. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of District of College property without prior District or College approval. Organizations or groups violating District alcohol policies or laws may be subject to penalties, fines, and/or criminal sanctions.**

**In accordance with Business and Professions Code 25608, the Riverside Community College District may under specific circumstances approve the acquisition, possession, use, sale, and consumption of alcoholic beverages on District or College property. Alcoholic beverages on District or College property are permitted if:**

- The alcoholic beverages are acquired, possessed, or used at a District or College-owned or operated stadium facility and;**
- The event does not include a college sporting event or other function where it is known that students will be the primary attendees and;**
- There are no instructional or student activities in the immediate area and;**
- The alcoholic beverages are beer or wine acquired, possessed, used, sold, or consumed in connection with a fundraiser, District or College-sponsored event, required as part of a course of instruction, sponsored dinner, or a meal**

demonstration given as part of a culinary arts program at the District or;

- The alcoholic beverage is beer or wine that is used during an event sponsored by the District, College, or an organization operated for the benefit of the District or College, in connection with the District or College's instructional program or;
- The alcoholic beverage is used during a non-college event when the event is not sponsored by Riverside Community College District and the center is leased to a non-profit public benefit corporation formed under part II (commencing with section 5110) of Division II of Title I of the corporation's code.
  - In this circumstance, the consumption of alcoholic beverages is allowed at those special events that foster support for District and College sponsored and approved activities and programs. Approval of the Board of Trustees, Chancellor, and/or College President is required.

For the purpose of this policy, an "event" is defined as an occasion held with the permission of the Board of Trustees, Chancellor, and/or College President such as festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the District or College and for which the principal attendees are members of the general public or invited guests and not primarily students of the District or its Colleges.

In all cases, the organization or person requesting permission to serve, possess, or consume alcoholic beverages must be properly authorized by the Board of Trustees, Chancellor, or College President. Authorization for the possession, sale, consumption, shall be obtained pursuant to the application for, and receipt of, a license or permit obtained under this policy.

### ***Conditions***

A request for a permit to serve alcoholic beverages on District or College property must be approved by the Board of Trustees, Chancellor, and/or College President. A District Alcohol Permit Request form (Appendix A) is available through the Office of the Chancellor and/or the Office of the President at each college. The permit request form must specify one or more of the following criteria:

- The alcoholic beverage is beer or wine that is used during an event sponsored by the District, College, or an organization operated for the benefit of the District or College, in connection with the District or College's instructional program.

- The alcoholic beverage is used during a non-college event when the event is not sponsored by Riverside Community College District and the venue is leased, rented, or donated to a non-profit public benefit corporation formed under part II (commencing with section 5110) of Division II of Title I of the corporation's code.
- The alcoholic beverages are acquired, possessed, or used at a District or College-owned or operated stadium or other facility.
- The alcoholic beverages are beer or wine acquired, possessed, used, sold, or consumed in connection with a fundraiser, District or College-sponsored event, course of instruction, sponsored dinner, or a meal demonstration given as part of a culinary arts program at the District.

Every event where alcoholic beverages will be served will have a designated coordinator who is a District or College staff member. The designated coordinator shall be authorized by the Chancellor / College President. It is the responsibility of the designated coordinator for each event to see that all individuals acquiring, possessing, using or serving alcoholic beverages at District or College sponsored events are 21 years of age or older and possess legitimate identification confirming their age. The name and signature of the designated coordinator will appear on the request form.

The designated coordinator will verify that all vendors possess all of the required training, licenses, permits, and insurance policies allowing the vendor to allow the vendor to legally possess, sell, or offer alcoholic beverages. The vendor will provide evidence as follows:

- A One-Day ABC License for sales / auction is required. A One-Day ABC License must be obtained from the Alcoholic Beverage Control Board, and a conformed copy of such license filed with the designated coordinator, before service or sales/auction of any alcoholic beverages at such event will take place.
- The District or College Alcohol Permit is required. The Alcohol Permit must be obtained from the participating District or College, and a valid copy of such permit, provided to the designated coordinator before service or sales/auction of any alcoholic beverages at such event will take place.
- ALL vendors will provide a valid insurance policy certificate verifying the following:

***Comprehensive general liability insurance coverage that shall protect District or College from claims for damages for personal injury, including, but not limited to, accidental or wrongful death, as well as from claims for property***

***damage, which may arise from the vendor's activities during the event in the amount of \$1,000,000 per person and \$3,000,000 per occurrence;***

***Workers' Compensation insurance in accordance with the laws of the State of California.***

***Such insurance shall name the District or College as an additional insured with respect to this agreement and the obligations of District hereunder. Vendor shall provide the designated coordinator with the required Certificate of Insurance at least 10 days prior to the event.***

**The State of California Alcoholic Beverage Commission will charge a fee. For all events where a vendor is not involved, the designated coordinator is required to submit a request for a permit to the Alcoholic Beverage Commission. Events where vendors offer, sell, or possess alcohol will require that the vendor request a permit from the Alcoholic Beverage Commission. The Alcoholic Beverage Commission is the authorizing agency. ALL Alcoholic Beverage Commission decisions are final and cannot be appealed.**

**All alcoholic beverage storage arrangements for District or College events must be in lockable areas. Individual under the age of 21 years of age shall not have access to these storage areas. Alcoholic beverages may not be stored in open containers on District or College property. Appropriate storage arrangements must be described on the Alcoholic Beverage Service Request form.**

**At events where an alcoholic beverage is served, the following must take place:**

- Written notice must be placed in a clear and open location indicating no alcoholic beverages will be served to individuals under the age of 21 and that legitimate identification verifying age must be provided.**
- The District or College reserves the right to refuse service.**
- The consumption of alcoholic beverages may be harmful to health to include any appropriate regulatory warnings required by California law.**

**An individual over the age of 21 of age, and separate from those individuals serving alcoholic beverages, will be assigned to check identification during the event.**

**The designated coordinator is responsible for the proper and timely removal of all alcoholic beverages immediately following the event.**

**The Riverside Community College District Police Department, at its discretion, may require additional security measures.**

**The consumption of alcoholic beverages by a minor at a District of College event is prohibited and will result in appropriate disciplinary action up to and including arrest of those parties involved. (Business and Professions Code 25608.)**

**Transitional possession or transfer of alcoholic beverages on District property as a result of personal necessity is not considered a violation of this policy. Some examples of transitional possession or transfer are as follows:**

**Transport of unopened alcoholic beverages from the purchase source (market, etc.) to another location and the District or College is a temporary point of transit. Unopened alcoholic beverages gifted to an employee (non-student) for personal consumption away from District or College property.**

**Office of Primary Responsibility: Office of the Chancellor**

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**Administrative Approval:**