

**SAN DIEGO STATE UNIVERSITY**

**POLICY AND PROCEDURES FOR SALE, SERVICE AND  
CONSUMPTION OF ALCOHOL ON CAMPUS**

# SAN DIEGO STATE UNIVERSITY

## POLICY AND PROCEDURES FOR SALE, SERVICE AND CONSUMPTION OF ALCOHOL ON CAMPUS

### Purpose

This policy provides for the sale, service, and consumption of alcohol at University-sponsored events, held on and off University property, and at non University-sponsored activities held on University property. This policy applies to any cultural, social or educational event sponsored by registered student organizations, faculty, staff or administrators, as well as off-campus groups or individuals contracting with the University for use of its facilities, open space, or auxiliary organization facilities.

**University-sponsored event** is defined as:

any event that is held in or on property owned by San Diego State University or its affiliate auxiliaries; or

any event held on or off campus that is paid for in full or in part by San Diego State University or its affiliate auxiliaries; or

any event held on or off campus where funds or products are donated to or exchanged with San Diego State University or its affiliate auxiliaries.

**University property** is defined as:

all buildings and open space owned or operated by San Diego State University or its affiliate auxiliaries.

The intent of this directive is not to encourage the use of alcohol but to regulate limited consumption of alcohol on the campus under carefully prescribed conditions.

This policy and the SDSU Alcohol Approval Request form supersede all other campus alcohol policies and related forms. This policy outlines the responsibilities of all faculty, staff, students and visitors.

### Authorization for the Sale, Service and Consumption of Alcoholic Beverages

Under an Operating Agreement with the California State University Trustees, Aztec Shops LTD has been authorized the exclusive responsibility to perform those functions related to the operation of campus food and beverage services. Aztec Shops LTD has the right of first refusal of these services. Aztec Shops

# SAN DIEGO STATE UNIVERSITY

## POLICY AND PROCEDURES FOR SALE, SERVICE AND CONSUMPTION OF ALCOHOL ON CAMPUS

LTD also has the exclusive responsibility for the sale and service of all alcoholic beverages on campus.

Aztec Shops LTD (hereinafter referred to as SDSU Dining Services Catering Department) holds all of the alcoholic beverage licenses on behalf of San Diego State University (with the exception of Louie's Pub in Aztec Center and Calexico and Brawley campuses) and is responsible to ensure the number of alcohol events per building is in compliance with the terms of the license. Aztec Shops LTD is responsible to the University and the State Alcoholic Beverage Commission for the proper storage, sale, service and distribution of all alcoholic beverages on the campus, even if the alcohol was received in trade. Alcohol may not be stored by anyone in campus buildings, offices, or classrooms.

An individual or group may not sell,<sup>1</sup> serve or distribute alcohol on San Diego State University property, including open space and long- or short-term leased property, without written approval via an SDSU Alcohol Approval Request form.

SDSU Dining Services Catering Department must be hired for the supervision and dispensing of all alcoholic beverages at any event on or off campus and/or for any campus funded programs on or off campus.

### **Obtaining Approval**

*The California Department of Alcohol Beverage Control requires a three-week turnaround time for approval and issuance of a permit to hold an event where alcohol is to be served; therefore, SDSU Dining services Catering Department must be contacted **no less than three (3) weeks prior to the proposed event** with use of the proper form(s) listed below by all **on- or off-campus individuals, groups, or organizations** desiring to bring alcoholic beverages on campus. This requirement is also applicable if the event is to be catered by any other catering company.*

Following SDSU Dining Services Catering Department review and consideration of requests from **on-campus individuals, groups, or organizations**, requests are subject to review and approval of the appropriate vice president (Academic Affairs, Business Affairs, Student Affairs or University Relations and Development), or their designee. If the requestor represents the Associated Students or if alcohol is to be served in an Associated Students managed facility, the Executive Director of Associated Students must approve the request prior to

---

<sup>1</sup> Selling alcohol includes an exchange for money, tickets, tokens, or anything else of value. If admission charges are made for a social function, alcoholic beverages may not be served as part of the admission price.

# SAN DIEGO STATE UNIVERSITY

## POLICY AND PROCEDURES FOR SALE, SERVICE AND CONSUMPTION OF ALCOHOL ON CAMPUS

its submission to the Vice President for Business Affairs for approval. Requests on behalf of Student Organizations must also be approved by the Vice President for Student Affairs. The President or his/her designee may approve requests from the Office of the President.

All requests from ***off-campus individuals, groups or organizations*** are to be submitted to the Vice President for Business and Financial Affairs, or his/her designee, for approval.

### **Forms**

A “**SDSU Alcohol Approval Request**” form must be submitted three (3) weeks prior to the event if alcohol is to be served. This form may be obtained from the SDSU Dining Services Catering Department (East Commons, Lower Level) or online at [www.eatatsdsu.com](http://www.eatatsdsu.com).

A “**Campus Event Approval**” form must be submitted with all approvals three (3) weeks prior to the event for all sponsored events held on campus where alcohol is to be served. The form may be obtained from Student Activities and Campus Life (Student Services West, room 1661) or online at <http://www.sacl.sdsu.edu/studentorgs/index.html>.

An “**Open Space Reservation**” form is required to be submitted by all faculty, staff, students or non-students desiring to conduct any event where alcohol is to be served at any open space on the SDSU campus. This form may be obtained from Student Activities and Campus Life (Student Services West, room 1661) or online at <http://www.sacl.sdsu.edu/studentorgs/index.html>.

A “**Catering Waiver Approval**” form must be submitted three (3) weeks prior to the event. Aztec Shops LTD retains exclusive catering rights for the campus of San Diego State University. Sponsoring organizations, companies, or private individuals wishing to obtain and serve food and beverages from an outside source (whether purchased or donation) must adhere to guidelines and procedures. This form may be obtained from the SDSU Dining Services Catering Department (East Commons, Lower Level) or online at [www.eatatsdsu.com](http://www.eatatsdsu.com).

### **Following Approval**

The responsible vice president shall send a copy of the approved SDSU Alcohol Approval Request form to the appropriate facility or open space scheduling office

# SAN DIEGO STATE UNIVERSITY

## POLICY AND PROCEDURES FOR SALE, SERVICE AND CONSUMPTION OF ALCOHOL ON CAMPUS

as well as SDSU Dining Services Catering Department and the office of Risk Management for their files.

If the request is not approved, the responsible Vice President shall indicate the reason for disapproval on the form and return the SDSU Alcohol Approval Request form to the requestor, with a copy to SDSU Dining Services Catering Department and the office of Risk Management for their files.

*It is the requestor's responsibility to notify the appropriate scheduling office if the event is to be canceled based upon the disapproval to serve alcohol during their event. Failure to provide such cancellation notice may result in the requestor's liability for any resulting costs to the university.*

### **Responsibilities of Requestors**

Individuals or groups sponsoring events where alcohol is served agree to the following:

- To ensure Aztec Shops employees are present at all functions where beer, wine, distilled spirits are served. To ensure for safety and alcohol control that a minimum of two Aztec Shops Catering employees are present when alcohol is served for 50 people or less. For every additional 50 people attending the event an additional Shops employee will be present. The number of Shops employees is based on the number of people attending the event and NOT the number of people drinking alcohol.
- Security personnel may be required. Any charges will be the responsibility of the requestor.
- To abide by University, state and local regulations regarding alcohol use and distribution.
- To ensure that the distribution of alcohol to individuals under 21 years of age will not be permitted.
- To provide a non-alcoholic beverage alternative.
- To provide food, e.g. appetizers, to all in attendance at the event.
- To accept responsibility for any damage incurred during the activity and to provide restitution.

## SAN DIEGO STATE UNIVERSITY

### POLICY AND PROCEDURES FOR SALE, SERVICE AND CONSUMPTION OF ALCOHOL ON CAMPUS

- ✓ **Non-university organizations must provide the campus with an insurance policy endorsement providing the minimum current limits of coverage required by the campus and naming the following as additional insured for the identified event:**

*"State of California, the Trustees of the California State University; San Diego State University, Aztec Shops, and each and every officer, agent, employee, volunteer and representative of each."*

**If the organization does not currently maintain a public liability policy, a special event policy may be obtained for the event from the Office of Risk Management at 619-594-4664.**

- To maintain behavior and activities appropriate to a university setting and to adhere to all policies and procedures established for each facility.
- To provide personnel, or pay the cost for same, to clean up and restore the facility to its original condition immediately following the close of the event.
- To provide an Event Plan covering security issues to the Department of Public Safety for events over 50 people.
- To ensure the event is open only to the membership of the sponsoring organization and its invited guests and that the event is not a regularly scheduled or business meeting.
- To ensure the event is advertised only to invited guests (and not to the general public or the general University community).
- To ensure that alcoholic beverages are not removed from the event area.
- If SDSU Dining Services Catering Department agrees to not serve or sell alcohol (waiver only applicable to Callexico and Brawley campuses) a one-day permit must be issued in advance of the event to a licensed requestor or approved caterer by the Alcoholic Beverage Control Board.

# SAN DIEGO STATE UNIVERSITY

## POLICY AND PROCEDURES FOR SALE, SERVICE AND CONSUMPTION OF ALCOHOL ON CAMPUS

### **There are no Permitted Exceptions!**

Violation of these procedures jeopardizes the granting of all alcohol licenses for the entire University.

### **Policy Implementation**

Implementation of this policy and related procedures shall be the responsibility of all faculty, staff, students, and visitors.

This policy is effective September 1, 2010.