



Alcoholic Beverage Policy July 2015

As Per Foothill-De Anza Community College District's Board Policy On-Campus Alcohol Use - AP 3500 The Consumption Of Alcoholic Beverages Is Prohibited On Campus Without Express Permission

To apply for a permit to serve alcoholic beverages at an event the procedures in the Alcoholic Beverage Policy must be adhered to. Only beer and wine are allowed on campus. All requestors who are issued a **Campus Beer and/or Wine Permit** are expected to promote responsible consumption.

Application. Fees. Approval and Security

- Contact the Facilities Rental Coordinator at the De Anza College Facilities web site <http://www.deanza.edu/rentals/>
- The College charges a \$150.00 application fee. In addition, the State of California Alcoholic Beverage Commission charges a fee. The Campus submits the request for a Campus Beer and/or Wine Permit to The Alcoholic Beverage Commission. The Alcoholic Beverage Commission is the authorizing party not the Foothill-De Anza Community College District. The Alcoholic Beverage Commission's decision is final
- Additional security personnel may be required

Designated Responsible Person

- The person applying for the permit must be the same person who applies for the facility rental and must be over 21 years of age. This person must be onsite for the entire event and will be responsible for compliance with applicable laws, policies and procedures

Type of Event

Issuance of a Campus Beer and/or Wine Permit is dependent on the purpose of the proposed event, such as weddings other celebratory events and fundraisers.

- The application must clearly state the purpose of the event and describe the program or activity
- Participants under 21 years of age may not be served, so requestors will be required to describe the group and their guests
- Campus Beer and/or Wine Permits will not be issued for any coming of age parties such as youth birthdays, bar/bah-mitzvahs
- Campus Beer and/or Wine Permits will be issued for private events only; these events cannot be open to the public

- The permitted requestor must demonstrate how the number of attendees of the private event will be monitored. Some examples are limiting printed invitations or tickets to establish the number of attendees
- A minimum of 45 days is required to process a Campus Beer and/or Wine Permit and the request must prove sufficient planning has occurred

Location of Event with Beer and/or Wine

Campus Beer and/or Wine Permits will only be issued for the following locations:

1. Sunken Garden
2. Visual & Performing Arts Center
3. Campus Center Dining Room & Patio
4. Media and Learning Center
5. Multicultural Center
6. Planetarium
7. Gymnasium
8. S Quad
9. Main Quad

Hours of Event with Beer and/or Wine

Requests for Campus Beer and/or Wine Permits will only be approved if they fall within the following time periods:

- There are no instructional or student activities in the area
- After 5 pm on weekdays, 4 pm on Fridays
- After 10 am on Saturday and Sunday
- Serving cannot exceed a four-hour time limit
- If a full meal is served and there is a dancing component following, a longer time may be negotiated

Serving the Beer and/or Wine

- Beverages must be served by a licensed caterer
- Equal amounts of non-alcoholic beverages must be available for consumption
- There shall be no sale of alcoholic beverages. Exchanging any consideration for alcoholic beverages constitutes a sale
- Caterer is required to check identification to insure proper age