

UC Davis Policy and Procedure Manual

Chapter 270, Properties Use and Extracurricular Activities

Section 21, Sales, Service, and Consumption of Alcoholic Beverages

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Responsible Department: Campus Events and Visitor Services (CEVS)

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I. Purpose

This section outlines policy pertaining to the sale, service, and consumption of alcoholic beverages on all property owned or leased by the University. This policy complies with State laws relating to alcoholic beverages. Information regarding the purchase of alcoholic beverages with University-controlled funds is described in Section 330-80.

II. Policy

- A. The public sale of alcoholic beverages is prohibited except in facilities appropriately licensed by the State Department of Alcoholic Beverage Control (ABC).
 - 1. Exchanging any consideration for alcoholic beverage service constitutes a sale.
 - 2. Consideration includes but is not limited to money, registration fees, or the sale of tickets or tokens that can be exchanged for alcoholic beverages.
- B. The service of alcoholic beverages may be allowed at certain group-sponsored events only with the approval of a permit.
- C. The service of an alcoholic beverage to any person under 21 years of age is prohibited by law. Service of alcohol at events attended by individuals under 21 years of age is discouraged.
- D. The consumption of alcoholic beverages is not permitted in any University-owned or operated bus and is prohibited by law in other vehicles.
- E. The service of alcohol to any person obviously intoxicated is prohibited.

III. Requirements

- A. Sale of alcoholic beverages
 - 1. The Silo Union is the only facility licensed for public sales of alcoholic beverages.
 - 2. Non-state affiliated groups may apply for a one-day liquor license for alcoholic beverage sales at specific events (see IV.B, below).
 - 3. University groups may arrange for alcoholic beverage sales at specific events through a registered caterer eligible to acquire a liquor license for the event.
- B. Service of alcoholic beverages
 - 1. The service of alcohol at any group-sponsored event on University-owned or leased property requires approval of a Permit to Serve Alcoholic Beverages (see IV.A, below).
 - 2. Approval of permits is generally limited to events in areas such as the Activities and Recreation Center and Pavilion Complex, Alumni and Visitor Center, Putah Creek Lodge, Rec Pool Lodge, Freeborn Hall, Memorial Union, Silo Union, University Club, Alumni Grove, or Mondavi Center for the Performing Arts.
 - a. Approval generally will not be granted for alcohol service in classrooms, laboratories, libraries, public areas in student residential facilities, or accessible open areas (e.g., the Quad).
 - b. Approval of alcohol service in open areas, academic buildings, and offices may be

granted by exception if the event is determined to be out of general public view.

- c. At UCDCM, approval is generally limited to designated buildings and conference rooms. Specific guidelines are available from the UCDCM Special Events office.
3. Service of alcoholic beverages shall be complementary to the group-sponsored event.
 - a. Under no circumstance shall an event have the consumption of alcohol as its primary focus.
 - b. Sponsoring groups shall assure that nonalcoholic beverages and food are available during the time alcohol is served.
 4. Attendance shall be limited to members of the sponsoring group and their personally invited guests or conference participants.
 5. The event chair shall be present during the entire event.
 6. Service shall normally be limited to the following times:
 - a. After 5:00 p.m. on weekdays, except as noted below.
 - b. Noon hour on weekdays when accompanied by a luncheon.
 - c. After noon on Saturdays, Sundays, or administrative holidays.
 7. Service shall generally be approved up to four hours. Exception to extend service to five hours may be considered when the event consists of several distinct components (e.g., reception, meal, and presentations).
 8. The event chair and sponsoring group shall be responsible for compliance with all applicable State laws and University policies.
- C. Consumption of alcoholic beverages

The consumption of alcoholic beverages is permitted only in the following locations and circumstances:

1. In individual residence rooms, residential apartments, and residential houses on University premises at the discretion of the occupants and in accordance with Student Housing policy and State laws.
2. In the Silo Union, consistent with University policies and licenses issued by ABC.
3. At events where a one-day license has been obtained.
4. At group-sponsored events for which a Permit to Serve Alcoholic Beverages has been approved, and only in the area specifically designated on the permit.

IV. Procedures

- A. Permit to serve alcoholic beverages
1. The permit application is available at http://cevs.ucdavis.edu/dept_cont/alcohol/index.cfm?page=form.
 2. Applications for a permit to serve alcoholic beverages shall be submitted to the appropriate location as follows:
 - a. To CEVS for service on Davis campus properties.
 - b. To the UCDCM Special Events office for service at UCDCM.
 - c. To the director of the applicable facility for service at Bodega Bay, Livermore, or Tulare.

3. Applications shall be submitted at least 10 working days prior to the event.
 4. If the event will be attended by individuals under 21 years of age, describe the level and method of oversight of alcohol distribution and event monitoring.
 5. Requests for service prior to 5:00 p.m. on a weekday require the department head or vice chancellor/dean to co-sign the permit. Requests for service before 4:00 p.m. generally are not approved except as described in III.B.6, above.
 6. Requests for service in locations other than those listed in III.B.2, above, require the department head or vice chancellor/dean to co-sign the permit.
 7. Permits may be approved by the following officials:
 - a. Davis Campus
 1. Director—CEVS
 2. Manager—CEVS
 3. Associate Vice Chancellor—Business Services
 4. Vice Chancellor—Administration
 - b. Director—Special Event at UCDHS.
 - c. Facility manager at the Bodega Marine Laboratory.
- B. One-day liquor license for sales
1. Complete and submit an application for a permit as described in IV.A, above.
 - a. If approved, CEVS will prepare a letter for submission to ABC with the liquor license application.
 - b. The approval letter shall be signed by the Director—CEVS and the Chief of Police.
 2. Complete the application for a one-day liquor license.
 3. Submit the liquor license application, the approved permit, and the approval letter to the official designated in delegation of authority DA 0554 for submission to ABC.
 4. Additional information regarding one-day license eligibility and application requirements is available from CEVS.

V. Further Information

- A. Additional information on one-day license requirements, alcohol service permit evaluation guidelines, and the online alcohol permit application is available from CEVS (<http://cevs.ucdavis.edu>).
- B. Additional information regarding alcohol permit guidelines for UCDCMC is available from the UCDCMC Special Events office.

VI. References and Related Policies

- A. Department of Alcoholic Beverage Control: Information for Daily On-Sale General Licensees.
- B. California Business and Professions Code Section 23824.
- C. University of California Policy on Substance Abuse.
- D. Delegation of Authority, DA 0554—University Approval of Liquor Licenses for Campus Facilities.
- E. UCD Policy and Procedure Manual:
 1. Section 270-20, Use and Reservation of University Properties and Event Arrangements.
 2. Section 330-80, Entertainment with University-Controlled Funds.