

## **POLICIES PERTAINING TO THE USE OF ALCOHOLIC BEVERAGES ON CAMPUS**

The following procedures are to be observed whenever alcoholic beverages are served on campus at events where faculty, students, and/or staff are in attendance.

1. The event shall be sponsored by a Unit or Department of the University.
2. Use of the particular facility involved shall be approved by the office(s) having usual responsibility for that facility.
3. State law prohibits the unlicensed sale of alcoholic beverages. The campus has been advised by the State Department of Alcoholic Beverages Control that this prohibition precludes the charge of admission for any event at which alcoholic beverages are served or otherwise provided. Therefore, unless a valid permit has been obtained, alcoholic beverages shall not be sold either directly or indirectly by some mechanism such as the exchange of tickets which have been purchased or by the use of funds derived from admission charges, dues, donations, or other payments collected in connection with admission to the event.
4. Alcoholic beverages shall not be purchased from State Registration Fee appropriations.
5. The sponsor of the event shall establish controls which will ensure that all persons present in the area where alcoholic beverages are served and consumed are at least 21 years of age.
6. The event shall be open to a prescribed group only.
7. The sponsor of any such event or his/her designee shall be present at the event and shall be responsible for the maintenance of proper decorum and compliance with law and relevant University and campus regulations.

Forms to be used for the notification of special events at which alcoholic beverages are to be served may be obtained from the Special Events Coordinator, University of California at Berkeley Police Department, 1 Sproul Hall. Please call the Coordinator at 643-0795 if you have any questions. Completed forms must be submitted to the Coordinator at least seven (7) working days before the event.