

De Anza College Alcoholic Beverage Policy July 2015

Alcoholic beverages are not allowed to be consumed at DeAnza College without expressed permission. Should you prefer to have alcoholic beverages at your event the following procedures are required.

The District's primary concern is to protect the health and welfare of our guests. Alcoholic beverages are not allowed to be consumed on campus without a permit. Only beer and or wine are allowed on campus. All requestors who are permitted to serve beer and or wine and their event are expected to promote responsible consumption.

Type of Event

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

- The application must clearly state the purpose of the event and describe the program or activity with the stated purpose.
- Participants under 21 years of age may not be served, so requestors will be required to describe the group and their guests for consideration.
- Permits will not be issued for any coming of age parties such as youth birthdays, bar or bah-mitzvahs.
- Permits will be issued to private events only; these are not 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 permit and the request must prove sufficient planning has occurred to avoid potential problems.

Location of Event with Beer and/or Wine

Beer and or wine are allowed with permit at the following locations:

1. Physical Sciences Engineering Center Courtyard
2. Krause Center for Innovation
3. Main Campus Quad
4. Smithwick Courtyard
5. Campus Center Dining Room
6. Campus Center Patio
7. Horticultural Patio Area
8. Japanese Cultural Center

Hours of Events with Beer and/or Wine

Requests for Permits will only be approved if they fall within the following time periods:

- There are no instructional or student activities in the facility
- After 5 pm on weekdays, 4 pm on Fridays
- After 10 am on Saturday and Sunday
- Serving cannot exceed a four hour time limit, the event can be longer

- If a full meal is served and there is a dancing component following, a longer time may be negotiated with the Facilities Rental Coordinator.

Designated Responsible Person

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

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

Fees Security and Approval

- Approval of permit to serve alcohol must be signed by the Facilities Rental Coordinator and the Vice President of Finance and Administration Services
- Additional security personnel will be required
- A \$150.00 application fee is required by the state of California which is obtained by the Facilities Rental Coordinator