

# Social Sciences Division Alcohol Policy Fact Sheet

Updated: 12/1/2018

BACKGROUND: UCSC revised the [Campus Alcoholic Beverage Policy for UCSC Sponsored Events \(Policy #EVC001\)](#) in August 2011. Please take the time to familiarize yourself with it. Excerpts from the policy, explaining the general requirements for selling, serving, and or consuming alcohol at a university-sponsored event are included below.

## Highlights of alcohol policy:

- **All University sponsored events held on or off campus require the Dean's prior approval to serve alcoholic beverages.**
  - Pre-approval must be obtained for all events where alcohol may be served or consumed *even if no University funds will be covering the cost of the alcohol*. This includes the possible purchase of alcohol by attendees at a restaurant during a University sponsored event.
  - Note: This policy does not apply to individual entertainment related alcohol purchases.
  - To request prior approval for the serving of alcohol, send email request to the Dean with a copy to Assistant Dean of Planning and Finance.
  
- **Campus Police must be notified by email, [police@ucsc.edu](mailto:police@ucsc.edu), when there are 50 or more invited participants for all events held on campus where alcohol will be served.**
  
- A signed copy of [Appendix A of Policy EVC001](#), "Best Practices for Serving Alcoholic Beverages Free of Charge at UCSC Sponsored Events", must be on file in the Social Sciences Division Office for all hosts of UCSC sponsored events where alcohol will be served free of charge. Once on file, the document is valid for one year.
  
- When alcohol is not requested for reimbursement, the costs omitted must include tax and gratuity pertaining to the alcohol. Use the [Alcohol Expense Worksheet](#) to calculate this amount and include with the reimbursement request.
  
- Corkage is considered alcohol and requires the Dean's approval.
  
- State funds (199XX) may not be used for alcohol-related expense. NOTE: A few funds in the 199XX range are not true State funds, so it permissible to use them: 19931, 19933, 19934, 19940, 19941, 19942.

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## Excerpts from: [Campus Alcoholic Beverage Policy for UCSC Sponsored Events \(Policy #EVC001\)](#)

This policy governs sale, service, and consumption of alcoholic beverages for university sponsored events whether on or off university premises. In every instance where alcohol is consumed, the individuals and organizations involved are responsible for compliance with all applicable local, state, and federal laws, this policy, and other applicable university regulations.

## GENERAL REQUIREMENTS

A. Sale, service, and/or consumption of alcoholic beverages at sponsored events must be approved in advance by delegated authority.

B. Individuals under the age of 21 years may not possess or consume alcoholic beverages.

C. Service and/or consumption of alcoholic beverages must be secondary to the sponsored event, and under no circumstances should consumption of alcohol be the primary focus of the event.

D. Nonalcoholic beverages, food, and snacks must be available during the same time alcoholic beverages are made available.

E. Advertisement of Event

1. Alcohol shall not be the primary focus of event advertisement.
2. Advertising shall not contain statements or references such as: unlimited spirits, open bar, all you can drink, etc.

F. Sale of Alcohol: There shall be no sale of alcoholic beverages on university property or at university sponsored events except pursuant to a valid license or one-day permit issued by the State Department of Alcoholic Beverage Control. Exchanging any consideration for alcoholic beverage service constitutes a sale. "Consideration" includes money, tickets, tokens, or chits that have been issued in exchange for money or anything else of value. Because of prohibitions contained in the California constitution, the University may not hold a license to manufacture or sell alcoholic beverages. Therefore, if a campus unit wishes to sell alcohol at a UCSC sponsored event, the liquor license must be held by an independent entity. The regular serving of alcoholic beverages in unlicensed campus facilities is prohibited.

## SPONSOR REQUIREMENTS

A. The sponsor of an event which involves the serving of alcoholic beverages must assure compliance with all the following requirements:

1. All applicable laws, regulations, and university policies;
2. Obtain and document approvals for alcoholic beverage service; and,
3. Provide an appropriate level of security for the event as determined by the campus Police Department;

## EVENT REQUIREMENTS

A. Events with attendees less than 21 years of age must restrict direct access to alcohol to designated servers of alcoholic beverages.

B. If alcoholic beverages are provided free of charge, the official host must retain a signed copy of the [Appendix A: "Best Practices for Serving Alcoholic Beverages Free of Charge at UCSC Sponsored Events"](#) with event records.

## SERVER REQUIREMENTS

A. Only those employees authorized to serve alcoholic beverages within the course and scope of their job duties shall serve alcohol.

B. A server of alcoholic beverages must meet the following qualifications:

1. Be at least 18 years of age if the server's primary duty at the event is to serve food, and the serving of alcoholic beverages is an incidental duty;
2. Be at least 21 years of age if the server's primary duty is to mix and/or serve alcoholic beverages; and
3. Obtain Alcoholic Beverage Control approved Responsible Beverage Service Training certification if serving for-sale alcoholic beverages.

C. Servers may not consume any alcoholic beverages during the event.

### **LEGAL LIABILITY**

Any university employee found to be in violation of this policy may be subject to disciplinary action in accordance with Student Code of Conduct or applicable faculty or staff personnel policies, including collective bargaining agreements.

### See Also

- [Campus Alcoholic Beverage Policy for UCSC Sponsored Events \(Policy #EVC001\)](#)
- [Financial Affairs Dashboard Login](#)