

## **Use of Alcohol and Illicit Drugs Form Instructions**

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**Policy No.: 900-06**

Effective: 11/7/06

The following information is provided to assist in the proper preparation of the Request for Use of Alcohol form and guidance to individuals planning an event involving the use of alcohol.

### **PRE-EVENT CONSULTATION:**

If it has been determined that alcohol is desirable at an event, a Responsible Event Representative must be designated. The Responsible Event Representative should contact the appropriate dean or department director to seek tentative approval to use alcohol at the event before initiating the completion of this form. Representatives of student clubs and organizations must contact the Office of Student Development and International Programs for tentative approval.

The Responsible Event Representative must thoroughly review the policy on the Use of Alcohol and Illicit Drugs, which is available at [http://www-admn.csun.edu/vp/policies/900\\_oversight/900-06-policy.pdf](http://www-admn.csun.edu/vp/policies/900_oversight/900-06-policy.pdf). The Responsible Event Representative is charged with taking all appropriate actions necessary to insure compliance with the policy. Questions about policy compliance may be directed to the [Office of the Vice President for Student Affairs](#) at (818) 677-2391.

### **SECURE A LICENSE, IF REQUIRED:**

A special event license is not required when the sale and/or consumption of alcohol occurs at events and locations under the supervision of the [University Corporation](#). If the event is not being conducted under this supervision, and if alcohol will be available for sale and/or the event is open to the public, a single event license must be secured through the California Department of Alcohol Beverage Control ([www.abc.ca.gov](http://www.abc.ca.gov)).

### **PREPARATION OF REQUEST FOR USE OF ALCOHOL FORM:**

All sections of the Request form must be completed, including appropriate attachments. The Certification section of the form must be signed by the Responsible Event Representative. The form must be also be submitted to the appropriate dean or director approval. Submit the completed and signed form to the appropriate division administrator (i.e., Vice President or the President's Chief of Staff) for approval at least 10 working days prior to the event. Requests from outside entities must be submitted to the Executive Director of the University Corporation for approval.

### **[Request for Use of Alcohol Form](#)**

### **APPROVAL & FORM DISTRIBUTION:**

Upon determining that the event has been properly organized and that controls exist to insure compliance with University policy, the appropriate division administrator is authorized to sign the Request form granting approval for the use of alcohol. The Responsible Event Representative shall immediately forward a copy of the approved Request form to the University Risk Manager and the Director of Police Services. It is recommended that a copy of the approved Request form be maintained on the premises of the event.

For further assistance you may contact the Office of the **Vice President for Student Affairs at (818) 677-2391**.