



Hospitality Expense and Request for Alcohol Use Form

Hospitality, as defined in CSU's ICSUAM Section 1301, is the provision of meals (catered or restaurant) or light refreshments (beverages, hors d'oeuvres, pastries, cookies), entertainment services, promotional items, gifts, awards and service recognition. Hospitality includes expenses for activities that promote the university to the public, usually with the expectation of benefits accruing directly or indirectly to the CSU.

I. PURPOSE

Event Title/Project _____
Dept. _____ College/Unit _____ Mail Drop _____
Event Representative _____ Email _____ Cell _____

II. AREA(S) OF HOSPITALITY BEING PROPOSED (check all that apply)

- Gifts, Provisions of Meals or Refreshments, Service Recognition, Awards, Promotional Items, Travel for Official Guest, Entertainment Services, Alcoholic Beverages (Complete Section VII)

III. EVENT INFORMATION

Event Date _____ To _____ Event Time _____
Location _____

IV. ATTENDEES (check all that apply)

of Attendees _____ Students Staff Faculty Alumni/Friends

V. TYPE OF EVENT

- Business Meeting, Meeting of Learned Society/Organization, Promotion of University and its Mission, Host to Official Guest, Reception Tied to CSUN Related Activity, Employee Recognition, Fundraising or Community Outreach Event

VI. FOLLOWING INFORMATION MUST BE ATTACHED

- Budget for Event/Project (Template available at: http://www.csun.edu/foundation/forms-and-policies), Relevant Quote(s), List of Proposed Attendees (Groups to be invited)

VII. ALCOHOL TO BE SERVED? No Yes

What alcoholic beverages are you requesting to serve? Wine Beer Mixed Drinks
Alcoholic beverages will be provided No Cost For Sale

Name of Entity to which an ABC license has been issued for this event, if required: _____

Alcoholic beverages must be served by individuals with formal training concerning the responsible service of alcohol. The use or service of alcohol at University sponsored activities is governed by the Use of Alcohol and Illicit Drugs Policy (Policy #900-06 dated 11/07/2006). The approval for the use of alcohol must be obtained no less than ten (10) days prior to the event. I hereby certify that I have read the University policy on the use of alcohol and illicit drugs (http://www.csun.edu/sites/default/files/900-06-policy.pdf). I further certify that I will be in attendance at the above event and will be responsible for insuring its compliance with the Alcohol Use policy.

Event Representative Name _____ Signature _____ Date _____

VIII. APPROVERS

Dept. Chair/Director Name _____ Signature _____ Date _____

Dean/AVP Name _____ Signature _____ Date _____

VP/Provost Name _____ Signature _____ Date _____

DEFINITIONS (which can be found at <http://www.calstate.edu/icsuam/documents/Section1000.pdf>):

401 Approving Authority - a person to whom authority has been delegated in writing to approve expenses for meals, light refreshments, and other amenities described within the policy.

402 Awards and Service Recognition - something of value given or bestowed upon an individual, group, or entity in recognition of service to the university or achievement benefiting the university; e.g. financial prizes, trophies, plaques, and flowers.

403 Employee Meetings and Recognition Events - meetings which serve a CSU business purpose and are generally administrative in nature such as CSU system-wide meetings of functional offices, meetings of the Academic Senate, campus meetings of deans and directors, employee morale functions, extended formal training sessions, conferences, extended strategic planning sessions, and meetings of appointed workgroups and committees.

404 Entertainment Services - expenditures incurred in connection with events or activities that are primarily social or recreational such as equipment and venue rental, décor, music, and performers. Service expenditures related to showcasing the talent of students or employees are considered a regular business expense and are not governed by this policy.

406 Fundraising Event - events conducted for the sole or primary purpose of raising charitable funds where participants make a charitable contribution and a purchase for the fair market value of goods or services. Fundraising events may include dinners, dances, door-to-door sales of merchandise, concerts, carnivals, golf tournaments, auctions, casino nights, and similar events. Fundraising events do not include the following:

- Activities substantially related to the accomplishment of the CSU's educational purpose, including such activities that receive sponsorship.
- Unrelated trade or business activities that generate fees for service.
- Fundraising solicitations and related prospecting activities intended to generate only a contribution (no purchase of goods or services).
- Raffles in which the prizes have only a nominal value and do not require reporting as taxable income.

409 Membership in Social Organizations - university clubs, athletic clubs, civic organizations and other membership organizations that provide a venue for hosting hospitality events or a means for promoting goodwill in the community. Memberships in business leagues, chambers of commerce, trade associations and professional organizations are considered a regular business expense and are not governed by this policy.

412 Official Guest - a person invited by an official host to attend a CSU meeting, conference, reception, activity or event. Examples of official guests include employees visiting from another work location, students, donors, recruitment candidates, volunteers, members of the community, or media representatives.