

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
UNIVERSITY STUDENT UNION, INC.**

FACILITIES & COMMERCIAL SERVICES POLICY

SUBJECT: Alcohol Service Policy & Procedures

REFERENCE: Meeting Services Office Policy and Procedures
CSUN Use of Alcohol and Illicit Drugs Policy (900-06)

POLICY: Alcoholic beverages may be served in the University Student Union (USU) and Satellite Student Union (SSU) under the supervision of the University Corporation or by entities possessing a valid California Department of Alcohol Beverage Control license 58 – Caterer’s Permit only. The service of alcoholic beverages shall be in conformance with the guidelines contained in the University policy on the Use of Alcohol and Illicit Drugs (900-06). The USU Executive Director/designee shall approve all requests for the service of alcoholic beverages.

Alcoholic beverages are limited to wine, champagne, and beer. The serving and consumption of alcoholic beverages shall be permitted only in the area(s) designated for the scheduled event.

The sale of alcoholic beverages within the USU and SSU is strictly prohibited. The service of alcoholic beverages in the Pub Sports Grill by any entity other than the University Club (as the holder of the liquor license) is strictly prohibited.

All local, state, and federal laws concerning alcoholic beverages are applicable and are enforceable on campus by the Department of Public Safety. Any changes to existing local, state, and federal law, CSU regulations and California State University Northridge policy supersede this policy.

This policy shall become effective upon approval of the USU Board of Directors and the Vice President for Student Affairs.

*Recommended by the Facilities and Commercial Services Committee on March 25, 2008.
Approved by the University Student Union, Board of Directors on July 21, 2008.*

GUIDELINES:

The following guidelines, among others, must be adhered to, in accordance with the *CSUN Use of Alcohol and Illicit Drugs* policy.

1. The primary contact for the event reservation will be held responsible for the timely submission and processing of the Request for Use of Alcohol form. He or she must be present at the event for the duration of the alcohol service.
2. At all events where alcoholic beverages are served, non-alcoholic beverages and food must also be available free of charge.
3. All persons serving alcohol shall have completed a server intervention training program.
4. Alcoholic beverages shall not be served from kegs, pony kegs or a similar common source.

PROCEDURE:

1. Complete all sections of the *Request for Use of Alcohol* form, including appropriate attachments. Submit the signed form to unit dean or director for approval, if applicable.
 - a. Officially recognized student clubs and organizations must obtain approval from the Matador Involvement Center.
2. The completed and signed form must be submitted to the Meeting Services Office at least twenty (20) business days prior to the event date.
3. If the alcoholic beverage service is to be provided by an entity other than the University Corporation, a single event license must be secured through the California Department of Alcohol Beverage Control. The USU accepts license 58 – Caterer’s Permit only.
4. The Meeting Services Office will forward a copy of the approved *Request for Use of Alcohol* form to the University Risk Manager and Director of Public Safety.