

## POLICIES & PROCEDURES

### Use of Alcohol and Illicit Drugs Policy

**Policy No.: 900-06**

Effective: 11/7/06

#### **PURPOSE:**

Consistent with its mission of enabling students to reach their educational goals, California State University, Northridge is committed to creating a campus environment that is free from both the illegal and the harmful use of alcohol and drugs. Such an environment supports the welfare of the entire campus community and creates a positive context for both learning and work. The purpose of this policy is to delineate University policy concerning alcohol and drugs, provide procedural guidelines, communicate the consequences of failing to adhere to established policies, and provide guidance as to available resources. This policy is a significant component of the University's overall compliance with the Drug-Free Schools and Campuses Regulations, which implement the Drug-Free Schools and Communities Act of 1989. The University respects the right of individuals within the University community to determine whether to engage in the lawful consumption of alcohol under circumstances authorized by this policy. Members of the campus community, particularly students, who elect not to use alcoholic beverages, or not to include alcohol as a part of sponsored events and activities, will be fully supported in that choice. The use of alcohol or other legal drugs in a manner that undermines a campus climate of civility, collegiality, reasoned debate, and adherence to the policies contained herein is not consistent with the values of California State University, Northridge, and will not be tolerated.

#### **DEFINITIONS:**

The term "**alcohol**" includes: alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirit, wine, or beer, and which contains one-half of 1 percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances (Business and Professions Code, Sections 23004). The term "**illicit drug**" includes any dangerous drug, restricted drug, or narcotic as those terms are used in California statutes, and all substances regulated under federal law through the Controlled Substances Act, including but is not limited to marijuana, cocaine derivatives, heroin, "crack," amphetamines, barbiturates, LSD, PCP, and substances typically known as "designer drugs" such as "ecstasy" and "eve."

#### **POLICY:**

##### **A. Prohibited Use of Alcohol & Illicit Drugs:**

Except as permitted by this policy, the manufacture, possession, distribution, sale, or use of alcohol, illicit drugs or drug-related paraphernalia, and the misuse of legal pharmaceutical drugs on-campus, or off-campus while on university business or participating in University sponsored functions, is prohibited. Drugs and drug-related paraphernalia may be possessed or used as permitted by law and campus policy, or when lawfully permitted for the purpose of research or instruction.

##### **B. Authorized Use of Alcohol:**

The University Corporation is licensed by the California Department of Alcoholic Beverage and Control to purchase, serve, and sell alcohol both on and off campus. Consistent with this policy, the Executive Director of the University Corporation or designee shall determine the permitted uses of the Corporation's license and shall approve all policies and procedures concerning the use of alcohol at TUC operated facilities and catered events, including the University Student Union. The Vice President for Student Affairs has jurisdiction over Residential Life and Conference Services and the University Student Union and, consistent with this policy, shall approve all alcohol-related policies established by these departments.

The possession, distribution, or use of alcohol within the private living spaces of the University Park Apartments and the University Village Apartments is permitted only as provided in the approved policies of Student Housing ([http://housing.csun.edu/pdf/student\\_handbook.pdf](http://housing.csun.edu/pdf/student_handbook.pdf)). The possession, distribution, or use of alcohol at events within the University Student Union that are not under the supervision or being catered by the University Corporation, is permitted only as provided in the approved policies of the University Student Union Facilities Use Policy. Other than as provided above, the possession, distribution, sale, and use of alcohol in campus facilities, or off-campus at University sponsored activities, is prohibited unless approved by the appropriate dean or director and the responsible division administrator as follows.

- The Provost and Vice President for Academic Affairs or designee shall consider all requests concerning the use of alcohol by academic departments and programs and by on-campus groups comprised primarily of faculty or academic personnel.
- The Vice President of Student Affairs or designee shall consider all requests concerning the use of alcohol at events and activities sponsored by Student Affairs departments and programs, student organizations, or any on-campus event comprised primarily of students.

- The Vice President for University Advancement or designee shall consider all requests concerning the use of alcohol by departments within University Advancement, as well as requests for use of alcohol at any University sponsored fundraising or development related event either on or off-campus.
- The President's Chief of Staff shall consider all requests concerning the use of alcohol at events and activities sponsored by the Office of the President.
- The Vice President for Administration and Finance or designee shall consider all requests concerning the use of alcohol at events and activities sponsored by departments within Administration and Finance and by the Department of Intercollegiate Athletics. The Director of Intercollegiate Athletics shall develop procedures concerning the use and sale of alcohol at Athletic sponsored events and venues and shall implement said procedures as approved by the Vice President of Administration and Finance.
- The Executive Director of the University Corporation or designee shall consider all requests concerning the use of alcohol by off-campus groups.
- Request involving activities that fall into more than one of the areas described above shall be considered and must be approved by each appropriate administrator.

### **C. Guidelines for the Approved Use of Alcohol:**

Approval to use alcohol at an on or off-campus event is conditioned on the sponsoring entity's agreement to adhere to the following guidelines.

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- There shall be a designated "Responsible Event Representative" who will:
  - be responsible for the timely submission and processing of the Request for Use of Alcohol form,
  - attend the approved event and,
  - insure compliance with this policy.
- The possession, distribution, sale, and use of alcohol shall be in accordance with all relevant laws and University policies.
- The consumption of alcoholic beverages must be at or in the approved location.
- Attendance at the event shall be limited to invited participants only.
- At all events where alcoholic beverage is served free, non-alcoholic beverages and food must also be available free of charge. Similarly, where alcohol is available for purchase, non-alcoholic beverages and food must be available for purchase.
- Alcoholic beverages may not normally be consumed in offices or other campus facilities or locations while in academic or administrative use.
- All persons serving alcohol shall have completed a server intervention training program. (Contact the Office of the Vice President for Student Affairs for assistance in locating server training programs.)
- Alcoholic beverages shall not be served from kegs, pony kegs or a similar common source.
- Except as provided below, the sale of alcohol shall be limited to locations under the supervision of campus units possessing an alcoholic beverage license issued by the California Department of Alcoholic Beverage Control. These units include the University Corporation and the University Student Union.
- A single event license from the Department of Alcohol Beverage Control is required for any event outside the supervision and jurisdiction of the University Corporation when alcohol will be:
  - for sale, or
  - served, consumed, or otherwise disposed of in any area open to the public (See Business and Professions Code, Section 23399.1). Such events will typically involve an outside party that contracts for the use of University facilities through the office of University Licensing.

### **D. Sale of Alcoholic Beverages in Conjunction with Athletic Events:**

The sale of alcoholic beverages in conjunction with any athletic events held on university owned or operated facility is prohibited.

### **E. Alcohol Advertising:**

The advertising of alcoholic beverages on campus is permissible but should not encourage any form of alcohol abuse nor place emphasis on quantity and frequency of use. Any such advertising must comply with the Guidelines for Beverage Alcohol Marketing, which is provided in CSU Executive Order 966, Alcohol Beverage Sales and Advertising (<http://www.calstate.edu/eo/EO-966.html>). Any alcohol promotional materials connected with a University event shall require the approval of the appropriate division administrator as identified under Section B, Authorized Use of Alcohol, above.

Student newspapers are encouraged to follow the provisions of the Guidelines for Beverage Alcohol Marketing for any advertising messages for alcoholic beverage companies/distributors.

## **PROCEDURES:**

The following procedures must be followed for all events involving the possession, distribution, sale, or use of alcohol in situations where approval of a division administrator is required. Note that this procedure is not required when conducting events at facilities operated by the University Corporation or in accordance with the approved policies of Residential Life and Conference Services or the University Student Union.

### **A. Pre-event Consultation:**

If it has been determined that alcohol is appropriate and desirable at an event, a Responsible Event Representative must be designated. The Responsible Event Representative must thoroughly review this policy and determine the actions that must be taken to insure compliance with the guidelines and legal requirements contained in this policy. Questions may be directed to the Office of the Vice President for Student Affairs. The Responsible Event Representative should contact the appropriate dean or director to seek preliminary approval to use alcohol at the event before initiating the completion of the Request for Use of Alcohol form (Attachment A). Representatives of student clubs and organizations must seek the tentative approval of the Office of Student Development and International Programs.

### **B. 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 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 (<http://www.abc.ca.gov>).

### **C. Preparation of Request for Use of Alcohol Form:**

- 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.
- Next, the completed and signed form must be submitted to the appropriate division administrator (i.e., Vice President, the President's Chief of Staff, Director TUC) for approval at least 10 working days prior to the event. Requests from outside entities shall be submitted to the Executive Director of the University Corporation for approval.

### **D. Approval & Form Distribution:**

Upon determining that the event has been properly organized and will be conducted in accordance with this policy, the appropriate division administrator is authorized to sign the Request form granting approval for the use of alcohol. The Responsible Event Administrator shall immediately forward a copy of the approved Request form to the University Risk Manager and the Director of Public Safety. It is recommended that a copy of the approved Request form be maintained on the premises of the event.

## **RESPONSIBILITIES:**

### **A. Legal Requirements:**

All local, state, and federal laws concerning alcoholic beverages are applicable to all individuals while on University property and are enforceable by the Department of Public Safety. Relevant state laws may be found in the Penal Code, Business and Professions Code and the Vehicle Code, and include the following prohibitions:

- It is unlawful to furnish, sell, or give alcohol to persons under the age of 21.
- It is unlawful to furnish alcohol to an obviously intoxicated person.
- No individual or establishment may sell or distribute liquor on or off university property without a license from the Department of Alcoholic Beverage Control.
- It is unlawful for any person under the age of 21 to purchase alcohol or possess it in public.
- No person may be in a public place or drive while under the influence of alcohol. A person with a blood alcohol level of .08% or higher, or a level of .05% or higher for individuals under age 21, is presumed under the influence.
- It is unlawful to possess open alcoholic beverages in a vehicle.
- All local, state, and federal laws concerning the manufacture, possession distribution, sale, or trafficking of illicit drugs are applicable to individuals while on University property and are enforceable on and off-campus by the Department of Public Safety. Relevant state laws may be found in the Health and Safety Code.

### **B. Disciplinary Sanctions:**

In addition to legal sanctions, students who violate University policies on alcohol and drugs are in violation of the Student Conduct Code and may be subject to discipline pursuant to **Executive Order 1043** <http://www.calstate.edu/co/EO-1043.pdf>. While a minor first infraction may result in a warning, subsequent infractions will result in substantial sanctions up to and including expulsion.

While students possessing legally prescribed marijuana may be free from criminal prosecution under California law, they are, nonetheless, required to adhere to the Student Conduct Code. Students who are in possession of legally prescribed cannabis

are not exempt from the University's prohibition against the manufacture, possession, or use of marijuana on campus, or off campus while on university business or participating in University sponsored functions.

- Residents living on campus in residential facilities are subject to community standards of conduct. Repeated violation of alcohol and other drug policies in residential facilities constitute a breach of the housing lease, which could result in the imposition of various sanctions, up to and including the cancellation of the lease agreement.
- Student athletes are subject to strict prohibitions against the unauthorized use of alcohol and other drugs while on or off-campus and in any way that influences performance or preparations therefore. Violation of the policies and standards of student conduct as issued by the Department of Intercollegiate Athletics constitutes grounds for disciplinary action as determined by the Department, up to and including the termination of status as an athlete. For further information about the rules of student conduct, contact the Director of Intercollegiate Athletics.
- Members of social fraternities and sororities are governed by national, local and campus policies concerning the use of alcohol and other drugs both on and off campus. Guidelines concerning the use of alcohol, and the sanctions for violation of said guidelines, are supervised and administered by the [Office of Student Development and International Programs](#).

Employees who violate University policies on alcohol and other drugs shall be subject to warning or discipline, up to and including termination, in accordance with the processes administered by the Office of Human Resource Services or the Office of Faculty Affairs.

### **RESOURCES:**

As a learning-centered institution, California State University, Northridge believes that all members of the campus community should have accurate and complete information on the effects of alcohol and illicit drugs. Information concerning the health risks associated with the abuse of alcohol and other drugs is available in the **Alcohol and Other Drugs Resource Handbook**, which can be accessed on line at: (<http://www.csun.edu/studentaffairs/studentconduct/Handbook.pdf>). In addition referral and other program assistance is available through the following on campus resources.

#### **A. Klotz Student Health Center:**

- Appointment Line: (818) 677-3666
- Health Promotion: (818) 677-3685
- ALERT (Alcohol, Tobacco and other drugs, Learning Education and Research) Program: (818) 677-4779

#### **B. University counseling Services: (818) 677-2366**

#### **C. Department of Police Services:**

- Emergency Assistance: (818) 677-2111
- Crime Prevention Unit: (818) 677-4997

#### **D. Department of Student Housing:**

- Advice & Programming: (818) 677-2160

#### **E. Fraternity & Sorority Life:**

- Advice, Programming & Event Registration: (818) 677-5111

### **FORMS:**

Attachment A - [Request for Use of Alcohol Form](#)

### **FURTHER INFORMATION:**

For further information contact the Office of the Vice President for Student Affairs (818)677-2391.

**APPROVED BY THE PRESIDENT**