



CSU Channel Islands Procedures to Serve Alcoholic Beverages on Campus

Event: _____ Location of Event: _____

Date: _____ Time (start-end): _____

Event Coordinator(s): _____ Contact Number: _____

Type(s) of Alcoholic Beverages Served: ☐ Beer ☐ Wine ☐ Mixed ☐ Full Bar
☐ Other _____

- Any request to serve alcoholic beverages at a campus sponsored event must be submitted to the Chief of Police at least ten (10) working days and approved by the President within six (6) working days prior to the actual event.
- Attendance at events where alcoholic beverages are being served shall be limited to members of the sponsoring group and their invited guests. If there are to be persons under the age of 21 in attendance specific strategies must be utilized by the sponsor to restrict their access to alcoholic beverages.
What arrangements are in place to ensure that alcoholic beverages will only be served to members of the sponsoring group and their invited guests? What arrangements are in place to ensure that alcoholic beverages will not be served to persons under the age of 21 years? _____

- Alcohol shall only be consumed or sold in a designated enclosed exterior area and/or inside area.
What arrangements are in place to ensure that the sale and/or consumption of alcoholic beverages will remain within the confines of the event? _____

- Unless otherwise approved by the President alcoholic beverages shall only be consumed after 4:00 p.m., and the actual serving period shall not exceed 3 hours.
- Unless otherwise approved by the President, the sale and/or serving of alcohol shall be accomplished by, and performed under, the direct supervision of an approved licensed and insured purveyor.
Which approved purveyor will be used for the sale and/or service of alcohol (name, address, phone number)? _____

- Suitable non-alcoholic beverages and food shall be made available at all functions when alcoholic beverages are served.
What type(s) of food and non-alcoholic beverage(s) will be served? _____
- The sponsoring organization shall take adequate measures to insure compliance with all of the conditions for issuance of this permit. The sponsoring organization should be cognizant of vicarious liability and the consequences to the organization and the university should a vicarious liability civil suit be filed against the organization when a person attending their event and consuming alcoholic beverages is involved in an accident resulting in personal injury and/or death.

Event Representative

University Police Representative

Printed Name

Printed Name

Signature

Date

Signature

Date

One University Drive, Camarillo, California 93012-8599 • Tel: (805) 437-8444 • Fax: (805) 437-8440 • www.csuci.edu