



## SRJC WINE OR BEER SERVICE REQUEST FORM

This form should be submitted at least one month prior to event, however with no fewer than 15 days remaining to allow all signatures to be obtained.

Name of organization requesting wine or beer service for an event at a SRJC facility (if the applicant is a non-profit, attach proof of non-profit status):

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### Event information:

Name: \_\_\_\_\_

Type: \_\_\_\_\_

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Location: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_

All events must have a Coordinator who is responsible for coordinating the event and ensuring compliance with all rules and regulations.

Coordinator Name: \_\_\_\_\_

Coordinator Address: \_\_\_\_\_

Coordinator Contact Information: \_\_\_\_\_

- Proof of insurance provided. YES  NO
- Will an ABC license be provided? YES  NO
- Is a fee being charged for the event? YES  NO
- Is the event open to the general public? YES  NO
- Will students be present at the event? YES  NO

1. Mark the applicable California Business and Professions Code provision listed below allows wine or beer at the event on SRJC property.

**Wine or beer service related to instruction at SRJC:**

- The wine is possessed, consumed, or sold pursuant to an ABC license. The wine or beer must be produced by the Shone Farm bonded winery and operated as part of a viticulture or enology instructional program at SRJC (Section 25608 (a) (1)).
- The wine or beer is acquired, possessed, or used in connection with a course of instruction at SRJC, and the person in charge of the class has been authorized in writing to acquire, possess, or use it by the District governing board or designee. Applicant must confirm with ABC as to whether a license is required (Section 25608 (a) (2)).
- The wine or beer is acquired, possessed, used, sold, or consumed only in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program at a campus of SRJC, and the person sponsoring the activity has been authorized in writing to acquire, possess, use, sell, or consume the wine by the District governing board or designee. Applicant must confirm with ABC as to whether a license is required (Section 25608 (a) (14)).

**Wine or beer service at a SRJC owned or operated stadium or other facility for a fundraiser to benefit a non-profit corporation.**

- Wine or beer may be acquired, possessed, or used during a fundraiser to benefit a non-profit corporation taking place at a SRJC owned facility. The non-profit corporation must obtain an ABC license for the event. Not applicable to SRJC football games or other athletic events sponsored by SRJC; and not applicable if the facility includes K-12 instruction (Section 25608 (a) (10)).

**Wine or beer service at a special event at a facility owned and operated by SRJC.**

- The wine or beer must be possessed, consumed, or sold at a SRJC facility pursuant to ABC license. Special events include festivals, shows, private parties, concerts, and theatrical productions that have been approved by the District governing board, and where the attendees are members of the general public or invited guests, not SRJC students. (Section 25608 (a) (15)).
- The wine or beer is acquired, possessed, or used during an event sponsored by SRJC or one of the SRJC Foundations and held at Shone Farm (Section 25608 (a) (8)).
- The wine or beer may be acquired, possessed, used or consumed at an event

located at a SRJC facility. The sponsor must obtain a special events ABC license. Students may not be present on the grounds of the facility when the event is taking place (Section 25608 (a) (17)).

2. Describe the facts that support the selection of the Code section(s) above.

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3. Describe why the service of wine or beer is integral to your event:

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4. Describe how and where you intend to store the wine or beer prior to the event.

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By signing below, the Coordinator acknowledges that they have reviewed Board Policy 7.14 and 7.14P and shall ensure strict compliance with these District rules and all permit conditions issued in connection with the event.

\_\_\_\_\_  
Signature of the Coordinator of the event

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of VP, Finance & Administrative Services

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of President/Superintendent

Date: \_\_\_\_\_

## **Board Policy 7.14**

With prior approval from the Sonoma County Junior College District, the consumption of beer and/or wine may be allowed at those special College events that:

- a. Foster support for District sponsored and approved activities and programs, and
- b. Support the activities of District groups who have received prior approval for serving wine.

The consumption of beer and/or wine may also be allowed, with prior District approval, at special events and activities sponsored by nonprofit organizations at Santa Rosa Junior College's Shone Farm.

A request to serve beer and/or wine on District property must be approved by the Superintendent/President. Request forms are available through the Office of Community Education.

## **Administrative Procedure 7.14P**

### **DISTRICT SPONSORED EVENTS WHERE BEER AND/OR WINE IS SERVED**

A. Every District sponsored event where beer and/or wine will be served will have a Designated Coordinator who is a District staff member. The name and signature of the Designated Coordinator will appear on the form requesting beer and/or wine service on campus.

1. Where applicable, it will be the Designated Coordinator's responsibility to apply for and obtain a valid license (beer and/or wine service only) from the Department of Alcohol and Beverage Control. A copy of the license must be submitted to the Superintendent/President's office no later than 2 weeks prior to the event.
2. Beer and/or wine for special events may not be stored on District property prior to 48 hours before the event. All beer and/or wine storage arrangements for campus events must be in lockable areas. Individuals under the age of 21 shall not have access to these storage areas without the supervision of District staff members age 21 or over. Beer and/or wine may not be stored in open containers on District property. Appropriate storage arrangements must be described on the beer and/or wine service request form.

B. It is the responsibility of the Designated Coordinator for each event to see that all individuals acquiring, possessing, using or serving beer and/or wine at campus sponsored

events are 21 years or older and possess identification that confirms their age. Appropriate signs must be placed in view of guests at the event, notifying them of the following:

1. No beer and/or wine will be served to individuals under the age of 21.
2. An individual over the age of 21, and separate from those individuals serving beer and/or wine, will be assigned to check identification during the event.
3. The District reserves the right to refuse service to anyone.
4. The consumption of beer and/or wine may be harmful to one's health.

C. The event sponsors and Designated Coordinator shall monitor consumption of beer and/or wine by guests. Nonalcoholic beverages should be available and their consumption encouraged.

D. Beer and/or wine consumption must be stopped at least one hour before the end of the event.

E. The Designated Coordinator is responsible for the proper and timely removal of all beer and/or wine immediately following the event.

F. The consumption of beer and/or wine by a minor at a District event will result in appropriate disciplinary action up to and including arrest of those parties involved.

#### **NON-DISTRICT SPONSORED EVENTS**

A. Serving alcoholic beverages other than beer and/or wine is not permitted on District property.

B. Non-District events at Shone Farm at which beer and/or wine is served will be limited to those hosted or sponsored by the following:

1. A tax exempt, non-profit agricultural organization that is eligible for and able to obtain a California Department of Alcoholic Beverage Control (ABC) license to serve beer and/or wine only. Proof of nonprofit status from the California Secretary of State or Internal Revenue Service (IRS) is required.
2. A tax exempt, non-profit organization hosting an event at which the principal purpose is an agricultural presentation by a Santa Rosa Junior College Agriculture/Natural Resources Department or Shone Farm employee. Proof of

nonprofit status from the California Secretary of State or IRS is required. The organization must be eligible for and able to obtain an ABC license to serve beer and/or wine only.

3. Under special circumstances approved by the Superintendent/President, tax exempt, nonprofit organizations will be allowed to host events at Shone Farm which include beer and/or wine service if the principal purpose of the event is to raise funds to support worthwhile local community activities. Proof of nonprofit status from California Secretary of State or IRS is required. The organization must be eligible for and able to obtain an ABC license to serve beer and/or wine only. The number of these events will be limited to a maximum of four per 12-month period. The application process will include the following:

- a. A District application for use of the Shone Farm facility and an attached beer and/or wine service request form must be submitted to the Superintendent/President
- b. Applications will be accepted on a first-come, first-served basis.
- c. In cases where more than four applications are received, priority will be given to those events from which the proceeds benefit students of the Sonoma County Junior College District.

4. The approved Beer and Wine Service Request Form and a proof of a valid license for beer and/or wine service only from the Department of Alcohol and Beverage Control must be presented before a permit for use of a District facility will be issued.

5. The nonprofit organization will be required to obtain and show proof of Liquor Liability/Host Liquor Liability insurance with limits of not less than \$1,000,000 before a permit for use of a District facility will be issued.

6. Beer and/or wine for special events may not be stored on District property prior to 48 hours before the event. All beer and/or wine storage arrangements for events on District property must be in lockable areas. Individuals under the age of 21 shall not have access to these storage areas without the supervision of District staff members age 21 or over beer and/or wine may not be stored in open containers on District property. Appropriate storage arrangements must be described on the beer and/or wine service request form.

7. It will be the sole responsibility of the organization sponsoring the event to ensure that all individuals acquiring, using, or serving beer and/or wine at

the event are 21 years or older and possess identification that confirms their age.

8. Appropriate signs must be placed in view of guests at the event notifying them of the following:

- a. No beer and/or wine will be served to individuals under the age of 21.
- b. An individual over the age of 21, and separate from those individuals serving beer and/or wine, will be assigned to check identification during the event.
- c. The organization reserves the right to refuse service to anyone.
- d. The consumption of beer and/or wine may be harmful to one's health.

9. The event sponsor shall monitor consumption of beer and/or wine by guests. Non-alcoholic beverages should be available and their consumption encouraged.

10. Beer and/or wine consumption must be stopped at least one hour before the end of the event.

11. The event sponsor is responsible for the proper and timely removal of all beer and/or wine immediately following the event. The consumption of beer and/or wine by a minor at an event on District property will result in appropriate disciplinary action up to and including arrest of those parties involved.