

**WINE AND SPECIAL EVENTS GUIDELINES FOR RESPONSIBLE HOSTING**

REVIEWED: APRIL 9, 1990

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REVISED: FEBRUARY 12, 2008

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1. Wine used for educational purposes in departments and programs such as Culinary Arts, Agriculture/Natural Resources, or in Community Education classes will be controlled, stored and served in a manner appropriate to the curriculum and to the procedures established between those programs and the Academic Affairs Office.
  2. A request form to serve wine at special events must be completed by the event sponsor and signed by the Superintendent/President or his/her designee prior to the event.
  3. For District sponsored events where wine is served:
    - A. Every District sponsored event where wine will be served will have a Designated Coordinator who is a District staff member. It is the responsibility of the Designated Coordinator for each event to see that all individuals acquiring, possessing, using or serving wine at campus sponsored events are 21 years or older and possess identification that confirms their age. The name and signature of the Designated Coordinator will appear on the form requesting wine service on campus.
    - B. Where applicable, it will be the Designated Coordinator's responsibility to apply for and obtain a valid license (for 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.
    - C. Wine for special events may not be stored on district property prior to 48 hours before the event. All 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. Wine may not be stored in open containers on district property. Appropriate storage arrangements must be described on the wine service request form.
    - D. Appropriate signs must be placed in view of guests at the event, notifying them of the following:
      1. No 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 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 wine may be harmful to one's health.
    - E. The event sponsors and designated District Coordinator shall monitor consumption of wine by guests. Non-alcoholic beverages should be available and their consumption encouraged.
    - F. Wine consumption must be stopped at least one hour before the end of the event.

- G. The Designated Coordinator is responsible for the proper and timely removal of all wine immediately following the event.
  - H. The consumption of wine by a minor at a District event will result in appropriate disciplinary action up to and including arrest of those parties involved. (See SRJC Student Conduct Standards and Due Process Section I (K) & Business and Professions Code Section 25608.)
3. Wine service at events on District property which are sponsored by nonprofit organizations is limited to Shone Farm and only under special circumstances as outlined below. Alcoholic beverages other than wine are not permitted to be served.
- A. Events at Shone Farm in which wine is served will be limited to those hosted or sponsored by the following:
    - 1. A tax exempt, non-profit agricultural organization (proof of nonprofit status from California Secretary of State or IRS is required) that is eligible for and able to obtain an ABC license (wine only).
    - 2. A tax exempt, non-profit organization (proof of nonprofit status from California Secretary of State or IRS is required) hosting an event where the principal purpose is an agricultural presentation by an SRJC Agriculture/Natural Resources Department or Shone Farm employee. Organization must be eligible for and able to obtain an ABC license (wine only).
    - 3. Under special circumstances, approved by the Superintendent/President, tax exempt, non-profit organizations (proof of nonprofit status from California Secretary of State or IRS is required) will be allowed to host events at Shone Farm which include wine service if the principal purpose of the event is to raise funds to support worthwhile local community activities. The organization must be eligible for and able to obtain an ABC license (wine only). The number of these events will be limited to a maximum of four per 12-month period. The application process will include:
      - a. A District application for use of the Shone Farm facility and an attached wine service request form must be submitted to the Superintendent/President
      - b. Applications will be accepted on a first-come, first-served basis.
      - c. Only one application will be approved per non-profit organization in any given 12-month period.
      - d. In cases where more than four applications are received, priority will be given to those events where the proceeds benefit students of the Sonoma County Junior College District.
  - B. The approved Wine Service Request Form and a proof of a valid license (for wine service only) from the Department of Alcohol and Beverage Control will be required before a permit for use of a District facility will be issued.
  - C. 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.
  - D. Wine for special events may not be stored on District property prior to 48 hours before the event. All 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. Wine may not be stored in open containers on district property. Appropriate storage arrangements must be described on the wine service request form.

- E. It will be the sole responsibility of the organization sponsoring the event to ensure that all individuals acquiring, using, or serving wine at the event are 21 years or older and possess identification that confirms their age.
- F. Appropriate signs must be placed in view of guests at the notifying them of the following:
  - 1. No 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 wine, will be assigned to check identification during the event.
  - 3. The organization reserves the right to refuse service to anyone.
  - 4. The consumption of wine may be harmful to one's health.
- G. The event sponsor shall monitor consumption of wine by guests. Non-alcoholic beverages should be available and their consumption encouraged.
- H. Wine consumption must be stopped at least one hour before the end of the event.
- I. The event sponsor is responsible for the proper and timely removal of all wine immediately following the event.
- J. The consumption of 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. (See Business and Professions Code 25608.)