I. Policy Summary
This document is intended to supplement the University of California, Riverside (UC Riverside) Alcoholic Beverages Policy and Procedure, providing clear and consistent guidance for the service and consumption of alcoholic beverages for events sponsored by the UCR School of Medicine (UCR SOM) on property owned or leased by the Board of Regents, as well as activities or events sponsored at locations not owned or leased by the Board of Regents.

II. Definitions
Sponsored Activity/Event: Any activity or event that is authorized, promoted, organized, or controlled by an employee or employees of a UCR SOM organization acting within the course and scope of their employment or by an agent, including approved affiliates, authorized by a UCR SOM organization regardless of where or when the activity or event is taking place; including but not limited to meetings, performances, rallies, social gatherings, receptions, functions, and fundraising activities or events.

III. Policy Text
UCR SOM will follow UCR Policy and Procedure 700-60 Alcoholic Beverages for all sponsored events. In addition, UCR SOM will follow the following procedures which, in some cases, will be more stringent than University overriding policy.

IV. Responsibilities
SOM Leadership

V. Procedures
A. Event Types
1. Founders events
   Events that recognize high profile community members whose generous support establishes programs.
2. SOM-specific Community Events
SOM sponsored events that are open to attendance by members of the general public, with approval from the Dean, Risk Management and subject to all of the requirements as defined in UCR Policy 700-60.

3. Clinical Faculty Functions
   Recognition events for clinical faculty that occur after standard business hours.

4. Fundraising and Development Events
   Events for the purposes of SOM programs, or specific fundraising activities.

5. Recruitment
   Events held for the purposes of attracting students, post graduate students and/or faculty.

B. Alcohol may be served and consumed at Founders events, Community events, Faculty functions and Fundraising events with the approval from the Dean, Risk Management and subject to all of the requirements as described in UCR Policy 700-60.

C. Alcohol will not be served at recruitment events involving undergraduate students.

D. Recruitment events involving postgraduate students and/or faculty will follow the following guidelines with the approval of the Dean and Risk Management:
   1. A maximum of two drink tickets will be provided to attendees over the age of 21.
   2. All requirements as set forth in UCR policy 700-60 will be followed.

VI. Forms/Instructions
   A. Department of Alcoholic Beverage Control, Daily License Application/Authorization
   B. Department of Alcoholic Beverage Control, Instructions for Obtaining a Daily License
   C. Alcohol Permit Process Flow Diagram
   D. Alcohol Use Permit Process Flow Diagram
   E. Best Practices for Serving Alcoholic Beverages at UC Riverside Sponsored Activities and Events
   F. Contacts

<table>
<thead>
<tr>
<th>Subject</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Policy Concerns</td>
<td>2-8246</td>
<td><a href="mailto:policy@ucr.edu">policy@ucr.edu</a></td>
</tr>
<tr>
<td>Safety and Security Concerns</td>
<td>2-5222</td>
<td><a href="mailto:ucpdgeneralmail@ucr.edu">ucpdgeneralmail@ucr.edu</a></td>
</tr>
<tr>
<td>Authorization Concerns</td>
<td>2-8224</td>
<td><a href="mailto:risk@ucr.edu">risk@ucr.edu</a></td>
</tr>
<tr>
<td>Insurance and Liability Concerns</td>
<td>2-8224</td>
<td><a href="mailto:risk@ucr.edu">risk@ucr.edu</a></td>
</tr>
<tr>
<td>Permit and Forms Concerns</td>
<td>2-8224</td>
<td><a href="mailto:risk@ucr.edu">risk@ucr.edu</a></td>
</tr>
<tr>
<td>Activity and Event Location Concerns</td>
<td>2-8224</td>
<td><a href="mailto:risk@ucr.edu">risk@ucr.edu</a></td>
</tr>
<tr>
<td>Accounting and Funding Concerns</td>
<td>multiple</td>
<td>Organization/Department</td>
</tr>
<tr>
<td>Purchasing/Donations of Alcoholic Beverages</td>
<td>2-8224</td>
<td><a href="mailto:risk@ucr.edu">risk@ucr.edu</a></td>
</tr>
<tr>
<td>Health and Substance Abuse Concerns</td>
<td></td>
<td>Visit Faculty &amp; Staff Assistance Program</td>
</tr>
</tbody>
</table>
VII. Related Information
UCR Policy and Procedure 700-60 _Alcoholic Beverages_

A. References
1. California State Guidance
   - ABC Act, California Business and Professions Code
   - California Business and Professions Code Section 23300
   - California Business and Professions Code Section 23399.1
   - California Business and Professions Code Section 23824
   - California Business and Professions Code Section 25602
   - California Business and Professions Code Section 25658
   - California Business and Professions Code Section 25662
   - California Penal Code Section 172e
   - California Penal Code Section 647f

2. University of California (UC) Guidance
   - Business and Finance Bulletin Number 79, _Expenditures for Business Meetings, Entertainment, and Other Occasions_, 09/12/2007
   - University of California Policy on Substance Abuse, 11/01/1990

3. University of California, Riverside (UC Riverside) Guidance
   - UC Riverside Campus Policy 200-44; _Entertainment, Business Meetings, and Other Occasions_, 10/23/2006
   - UC Riverside pre-approved caterers
   - UC Riverside Campus Policy 700-85; _Non-Academic Scheduling and Use of University Facilities_, 07/18/2003
   - Events and Activities-Alcohol Permits

B. Delegations of Authority (DA)
   - DA0554; _University Approval of Liquor Licenses for Campus Facilities_, 01/10/1977
   - DA0554RVCABAS; _University Approval of Liquor Licenses for Campus Facilities_, 10/01/2014

C. Other Resources
   - California TIPS Training Online

VIII. Revision History
Not Applicable
Approval(s):

COMPLIANCE COMMITTEE (07/25/2017)