



MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

2411 West 14<sup>th</sup> Street, Tempe, AZ 85281-6942

APPENDIX I – FORM TO SUPPLEMENT REGULATION

NOTICE OF INTENT TO SERVE BEER AND WINE AT DISTRICT-SPONSORED EVENT ON DISTRICT PROPERTY

MCCCD’s Administrative Regulation Paragraph 4.13 permits the Chancellor to approve the service, but not the sale or distribution, of wine and beer on District property under strict conditions, in compliance with applicable State of Arizona law and the District’s insurance coverage. Therefore, strict compliance with that regulation is mandatory.

Once the Requestor has completed this form, he or she should submit a copy each to the Chancellor’s Office and to the MCCCD Risk Manager. The Chancellor is responsible for approving the event and the Risk Manager is responsible for ensuring that all of the requirements relating to the event have been met. Approval of the event requires the signatures of both the Chancellor and the Risk Manager.

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MCCCD Risk Management
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- 1. Identification of Requestor: [ ] Chancellor [ ] Vice Chancellor [ ] College President
2. Name of Requestor:
3. Date of Event:
4. Name of Event:
5. Purpose of Event:
6. Start Time: End Time: (Times must be between noon and 10:00 p.m.)
7. Location at MCCCD of Event:
8. Estimated Attendance: (Attendance must be by invitation only, and may not exceed 300. Additionally, attendees may not be charged either for the event or for the wine or beer.)
9. Name of Beverage Service Contractor: (District funds may not be used to pay the service contractor for its services. Contractor must enter into a written contract with the District and provide the District with an insurance certificate before the event may proceed.)
10. Name of Person or Entity Paying for the Beverage Service Contractor:
11. Name of Person or Entity Donating of Purchasing Wine and Beer for the Event: District funds may not be used to pay for the beer or wine. Additionally, the wine and beer may not be stored on District property before or after the event.)
12. Who will check identification before service to person appearing to be under 21 years of age? Affiliation & Job Title:
13. ALL OF THE FOLLOWING RESTRICTIONS APPLY TO THE SERVICE OF WINE AND BEER AT THE EVENT:

- MCCCD employees, officers or volunteers may not serve the alcoholic beverages. They must be served by a licensed beverage service contractor;

- For events at the culinary institutes, students may serve the beverages as part of their class requirements and must be 19 years of age or older;
- Beer and wine are the only alcoholic beverages that may be served, and wine consumption is limited to 6 oz. per person, and beer limited to 24 oz.;
- The gathering must be by invitation only, and not open to the public;
- The gathering may not exceed 300;
- There cannot be any fee charged to the invitees either for the event or the wine or beer; and
- The consumption may only take place between noon and 10:00 p.m.

*In signing this form, the requestor certifies that he or she has a duty under law to familiarize him or herself with the pertinent laws and other requirements established by the State of Arizona for the service of alcoholic beverages, especially Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions) 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames).*

**Forms for events at which the service of wine and beer are not approved will be returned to the Requestor without the Chancellor's signature.**

**REQUESTOR:**

**Signed:** \_\_\_\_\_

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

**Title:** \_\_\_\_\_

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

Approvals required below may be in counterparts.

<p><b>APPROVED: Chancellor</b></p> <p><b>By:</b> _____</p> <p style="text-align: center;"><i>Dr. Maria Harper-Marinick</i></p> <p><b>Date:</b> _____</p>	<p><b>APPROVED: Risk Manager</b></p> <p><b>By:</b> _____</p> <p style="text-align: center;"><i>Sheri Swain</i></p> <p><b>Date:</b> _____</p>
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