

West Hills Community College Foundation

PROCEDURE FOR PROCESSING Department of Alcoholic Beverage Control Licenses

1. WHCCD Administrative Procedure 6700 (Facilities Use) states: "No alcoholic beverages intoxicants, controlled substances or tobacco in any forms shall be brought onto the property of the district, with the exception of functions endorsed by or through the West Hills Community College Foundation."
2. Department of Alcoholic Beverage Control License application must be done in the name of the WHCC Foundation and signed by the executive director. It is the responsibility of the event representative to begin the process and gather required signatures. The ABC license application must be received and date stamped by the WHCCF Office **60 days prior to the event.**
3. ABC requires (per SB339 Jan. 1, 2012) a letter confirming that the WHCCD Board of Trustees has approved the event. Please contact Donna Isaac in the WHCCD Chancellor's Office to make arrangements for your item to be placed on the board agenda.
4. START THE PROCESS EARLY. Prior to getting the ABC license, you must complete a WHC facilities request form (found at: http://westhillscollege.com/district/employee_resources/business_services/forms.asp)
5. This form must be signed by the college president and turned in prior to starting the ABC license request with the foundation office.
6. Request the foundation office to order special event insurance coverage. There is a fee that will be charged for this Certificate of Insurance which names WHCCD as an additional insured for the event. The cost of this insurance coverage will be borne by the event budget.
7. Request a check for the ABC license fee. ABC will only accept a money order so the check will need to be made to an individual who will have to purchase the money order.
8. Blank ABC license applications may be obtained from the West Hills Community College Foundation (WHCCF) Office (x2127) or online at: <http://www.abc.ca.gov/FORMS/ABC221-2010.pdf>
4. Event representative must fill out the form and have it signed by the foundation executive director and the property owner (WHCCD vice chancellor of business services).
9. Event representative must hand carry the completed application to his/her local law enforcement office and have it signed in the designated area. (This is required on all events).
5. Once the form is complete, return to the WHCCF Office so the form can be submitted to ABC for processing (along with the money order for the fee). When the ABC license is received, an original will be returned to the event coordinator for display at the event. The original must be returned to the foundation office after the event.

6. A copy of the foundation's Annual Registration Renewal Fee Report filed with the Attorney General of California must be attached to the ABC license application.
7. WHCCF reserves the right to accept and process all ABC license applications on a case by case basis.

Types of events which will be considered for WHCCF sponsored ABC license:

1. Combination WHCCF/District and/or WHCCF/College sponsored event(s), which are to entertain external guests for the purpose of WHCCF fund-raising/friend-raising.

Types of events which will NOT be considered for WHCCF sponsored ABC license:

1. Any event that is for internal/primarily internal constituents, which is not primarily for fund-raising purposes whether sponsored in combination by WHCCF/District and/or WHCCF/College or solely by a College/Campus/Clubs, etc.ⁱ

Outside non-profit organizations seeking to hold fund raising events at the colleges are required to request foundation co-sponsorship or endorsement and:

1. Complete a facilities use request form.
2. Order a Certificate of Insurance naming WHCCD and the WHCC Foundation as additionally insured party.
3. Request that the foundation order an ABC license.

ⁱ Feb. 1, 2012

Reviewed at: Chancellor's Executive Cabinet (date to be determined)