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. At the beginning of each semester, the college presidents' offices submit a list of events for consideration by the board of trustees through BoardDocs. For events added during the semester, please allow at least two weeks ahead of the Board of Trustees meetings for the presidents' office to submit a request for consideration of the event using the BoardDocs process.

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 the deputy chancellor 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 may be charged for this Certificate of Insurance that names WHCCD as an additional insured for the event. The cost of this insurance coverage will be borne by the event budget.

7. The foundation office will get a $25 money order made to ABC. This amount will be charged back to the event budget.

8. Event representative will work with the foundation office to fill out the ABC application form. It must be signed by the foundation executive director and the WHCCD deputy chancellor (as property owner) and local law enforcement. 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

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).

10. 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.

11. 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.

12. 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. Events that are planned when students are attending classes on campus.
2. 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.

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