



**MARICOPA**  
COMMUNITY COLLEGES

**MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT**  
2411 West 14<sup>th</sup> Street, Tempe, AZ 85281-6942

**AGREEMENT TO SERVE ALCOHOL PART I**

**This form must be used to ask for permission to serve wine and beer at an event on MCCCDC property. Only the Chancellor, or their designee, may give permission under Administrative Regulation 4.13.3<sup>1</sup>.**

**Steps**

<b>Action</b>	<b>Recipient</b>	<b>Comment</b>
<p>If the Maricopa County Community College District Foundation ("The Foundation") is going to pay for the licensed beverage servicer or the beer/wine for an MCCCDC event, this completed form must be submitted to the Foundation for its approval and signature before the form is provided to Risk Management and <b><u>prior to providing to the Chancellor.</u></b></p> <p>(submitter, see Approval portion of this form)</p>	<p align="center"><b>Julie Dunnigan</b> President and Chief Executive Officer Maricopa Community Colleges Foundation 2419 W. 14<sup>th</sup> Street Tempe, Az 85281 480-731-8403 480-731-8411 (fax)</p>	
<p>A Submitter (see Approvals) for the College, the District Office, Maricopa County Community College District Foundation, Friends of Public Radio Arizona, or City of Phoenix/Friends of the Phoenix Public Library completes and submits this form signed by a Requester (College President or Vice Chancellor) (see Approvals).</p> <p>This form must be submitted to Risk Management at least 30 days before the event or, for a Chancellor event, no later than 10 business days before the event.</p>	<p align="center"><b>Tarnell Smith</b> Director of Enterprise Risk Management 2411 West 14<sup>th</sup> Street Tempe AZ 85281 480-731-8879</p>	<p><b>NOTE: The event must be sponsored by one of the entities specified under the "Action" section. No other entity using MCCCDC's facilities may apply to serve alcohol and an MCCCDC entity – the District Office or a College – may not submit this form as a sponsor for an outside entity.</b></p>
<p>Risk Management approves or makes recommendations to the Chancellor and signs the form, then forwards it to the Chancellor for review and approval.</p>	<p align="center">Chancellor's Office Executive Assistant, Sr. 2411 West 14th Street Tempe, Arizona 85281 480-731-8108 480-731-8120 (Fax)</p>	<p>The form for an event that the Chancellor does not approve will be returned unsigned to the Submitter.</p>
<p>Risk Management will forward the approved Request to Serve Alcohol (Part I) to the Submitter. The Submitter will initiate an Agreement to Serve Alcoholic Beverages (Part II) in CLM which will include both this request to serve alcohol and the Agreement to serve Alcoholic Beverages (Part II).</p> <p>Vendor will only be receiving an executed copy of Part II</p>	<p align="center">Submitter</p>	
<p>Submitter completes the Agreement to Serve Alcoholic Beverages (Part II) for a licensed beverage contractor. Submitter forwards it to the licensed beverage contractor for signature and to obtain an insurance certificate and a copy of the contractor's liquor license.<sup>2</sup></p>	<p align="center">Licensed Beverage Contractor</p>	
<p>Once the Submitter receives vendor-signed form, certificate of insurance, and liquor license, they should be attached to the record in CLM and forwarded through CLM for proper approvals.</p>	<p align="center">Submitter</p>	
<p><b>Name and Title of Person Submitting this Form ("Submitter"):</b></p>	<p><b>E-mail:</b> <b>Phone Number:</b></p>	

<sup>1</sup> Under Paragraph 4.13.3 of the Administrative Regulation, the Chancellor "has the sole authority to approve the service" of limited amounts of beer and wine.

<sup>2</sup> The Agreement to Serve Alcohol Part II is available at: <https://maricopa.sharepoint.com/sites/DO/legal/BLC/Pages/default.aspx>

**APPROVALS**

**1. Identification of Sponsor of the Event:**

- Chancellor    Vice Chancellor    College President    The Foundation    Friends of Public Radio Arizona  
 City of Phoenix/Friends of the Phoenix Public Library.

<b>2. Name of Requestor:</b>	<b>3. Title of Requestor:</b>
<b>4. Requestor E-mail:</b>	<b>5. Name of Event:</b>
<b>6. Purpose of Event:</b>  <i>NOTE: For an MCCCDC event, the purpose must be for the benefit of MCCCDC, and not for the benefit of an unrelated outside party. An MCCCDC entity – the District Office or a College – may not submit this form as a sponsor for an outside entity.</i>	<b>7. Date of Event:</b>
<b>8. Start and End Times for Event:</b>	<b>9. Name and Address of Proposed Beverage Contractor:</b>
<b>10. Location of Event at MCCCDC:</b>	

THE REQUESTOR SIGNING THIS FORM MUST ACKNOWLEDGE HIS OR HER UNDERSTANDING OF THE REQUIREMENTS OF THE ADMINISTRATIVE REGULATION AS A CONDITION FOR APPROVAL OF THIS FORM.

PLEASE INITIAL NEXT TO EACH PARAGRAPH.

1. \_\_\_\_\_ No MCCCDC or other funds of any sort from an MCCCDC account may be used to purchase either the alcohol or the services of the licensed beverage contractor. The wine and beer must be served by a licensed beverage contractor and must be donated or purchased solely with funds other than those from an MCCCDC account.
2. \_\_\_\_\_ The wine and beer to be served may not be stored on MCCCDC property, and may only be brought on MCCCDC property no sooner than four hours before the event.
3. \_\_\_\_\_ The event must be limited to 300 persons and be by invitation only.
4. \_\_\_\_\_ Attendees may not be charged any fee for either the event or the beer or wine.
5. \_\_\_\_\_ The event must occur between noon and 10:00 p.m.
6. \_\_\_\_\_ Wine consumption is limited to 6 oz. and beer limited to 24 oz.
7. \_\_\_\_\_ MCCCDC employees, officers, volunteers may not serve alcoholic beverages. All alcoholic beverages must be served by a licensed beverage contractor.

*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.**

**MCCCD**

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT  
for its Colleges and Skill Centers

**REQUESTOR**

Signature:

\_\_\_\_\_  
Tarnell Smith  
Director, Enterprise Risk Management

Signature:

\_\_\_\_\_  
College President or Vice Chancellor

Date:

\_\_\_\_\_

Date:

\_\_\_\_\_

Signature:

\_\_\_\_\_  
Dr. Steven Gonzales  
Chancellor (or designee)

Date:

\_\_\_\_\_

MCCCD FOUNDATION (if applicable)

Signature:

\_\_\_\_\_  
Julie Dunnigan  
President and Chief Operating Officer

Date:

\_\_\_\_\_

**ALL OF THE FOLLOWING MUST BE IN PLACE BEFORE ALCOHOL MAY BE SERVED:**

- **From the Chancellor's Office - An approved and signed copy of this form (Part I)**
- **Agreement to Serve Alcohol (Part II)**
  - Fully executed contract – Part II
  - A copy of its liquor license and
  - A certificate of insurance demonstrating liquor liability insurance coverage