

GUIDELINES AND AGREEMENT FOR THE SALE OF ALCOHOL AND SPIRITOUS LIQUORS ON SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT PROPERTY

These guidelines are intended to govern the sale of alcohol and spiritous liquors by approved organizations and/or non-profits (SPAC licensee) on the grounds and in the buildings of Sedona Oak-Creek Unified School District (SOCUSD).

1. SOCUSD reserves the right to choose events for potential alcohol sales.
2. It is imperative that the students, faculty, and staff see no evidence of alcohol consumption on their campus before or after an event.
3. SOCUSD reserves the right to revoke future sales by a group if any part of this contract is not upheld.
4. Applicants will provide a damage/cleaning deposit of \$250 that will be refunded if all guidelines in this contract are followed.
5. Any events identified as approved to sell alcohol will sign the standard facilities rental agreements with the SOCUSD Facilities Coordinator to guarantee facility availability, no conflict with school days, or school events.
6. Any events identified as approved to sell alcohol will have their Arizona Department of Liquor License & Control Special Event License secured and presented to the District prior to the event. NOTE: if in the City of Sedona, the application is required to be submitted to the City 60 days before the event before submitting to the state.
7. The liquor license must be posted in clear and plain sight at the venue during alcohol service; all signage required by the Arizona State Liquor Board must be appropriately posted.
8. Alcohol will not be present on SOCUSD property during daytime school hours. SPAC licensee selling alcohol at a one-day event on SOCUSD property will carry the product into the event after school hours and remove the product from the event on the day of service. For a multi-day event, arrangements can be made with the SOCUSD Facilities Coordinator for a secure storage location.
9. At the conclusion of an event, SPAC licensee will clean and sanitize the serving area and remove all alcohol-related supplies and trash from the venue.
10. SPAC licensee will be knowledgeable of Arizona State Liquor Laws Title 4 and servers will be properly licensed and qualified to sell, serve, and dispense alcohol. Those serving will be responsible for checking identification of those buying alcoholic beverages.
11. SPAC licensees should wear organization identifiable clothing or name badges during the sale of alcohol.

12. Alcohol will not be served in identifying cans and bottles but in nondescript cups. All bottles and cans will be kept within the serving area and removed from the premises at the end of an event. All cups will be bagged and disposed of off premises. No cups should be found inside or outside the identified serving/drinking area.
13. SPAC licensee will carry liquor liability insurance for events where they are serving alcohol at SOCUSD properties. A copy of the liquor liability insurance will be provided to the SOCUSD Facilities Coordinator.
14. SPAC licensee will pay SOCUSD \$250 per event permit (not to exceed 3 days).
15. In the case of an event where alcohol is sold and there is an accompanying patron event with complimentary alcohol, an additional \$250 event fee will be included in the SPAC contract itemization. The alcohol in this case shall be served by a licensed server who will be responsible for monitoring alcohol intake.
16. SOCUSD staff are prohibited from consuming alcohol while on duty.
17. Alcohol sales may begin no more than 1.5 hours prior to the beginning of a production or event.
18. For events that have an intermission, alcohol sales are allowed during intermission and will end at the conclusion of intermission.
19. If minors under age 21 are in attendance at an event, alcohol sales and consumption shall be in a cordoned off area where minors are not allowed.
20. Alcohol sales and consumption are reserved for the event site contracted only. SPAC licensee will provide security at entryways and exit-ways monitoring traffic and ensuring no alcohol leaves the approved area. A security plan will be submitted within 2 weeks of the event.
21. If an event held in the Sedona Performing Arts Center has over 50% capacity (350 people), the SPAC licensee shall have a security person/police officer on premises.
22. It is the responsibility of the SPAC licensee to intervene if an attendee of the event needs to be removed from the premises. This would be accomplished by SPAC licensee personnel, event security, and/or police.
23. SPAC licensee will secure any necessary event permits from the City of Sedona or Yavapai County.
24. The Sedona Police Department will be notified by the SPAC licensee of the dates/times of events with alcohol sales on premises.
25. Only ticketed individuals may purchase alcohol at events where sales are taking place.

**AGREEMENT FOR THE SALE OF ALCOHOL AND SPIRITOUS LIQUORS ON
SEDONA OAK CREEK UNIFIED SCHOOL DISTRICT PROPERTY**

ORGANIZATION APPLYING: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

EVENT: _____

DATE(S) HOURS: _____

SCHOOL/LOCATION ON SCHOOL GROUNDS: _____

TYPE OF ALCOHOL TO BE SOLD: _____

My organization agrees to follow the guidelines as outlined and provided.

APPLICATION ORGANIZATION REPRESENTATIVE

SEDONA OAK CREEK EDUCATIONAL FOUNDATION REPRESENTATIVE

SEDONA OAK CREEK UNIFIED SCHOOL DISTRICT FACILITY COORDINATOR

**CHECK LIST OF REQUIRED ITEMS TO BE SUBMITTED TO EDUCATIONAL
FOUNDATION WITHIN 2 WEEKS OF THE EVENT:**

- _____ Contract signed and returned
- _____ Payment (May be combined with SPAC/facilities rental payment)
- _____ Liquor Liability Insurance naming SOCUSD as additionally insured
- _____ City of Sedona and/or Arizona Department of Liquor Special Event Liquor License depending on location

<https://www.sedonaaz.gov/your-government/departments/community-development/permits>

Special event liquor license for City of Sedona

Go to Arizona Department of Liquor. Application form can be found by clicking [here](#) and scrolling to the Special Event Permit Application Kit - Series 15. State Special Event Liquor License applications must be received by the city at least 60 days prior to the event for processing. The state requires the city to review and approve the application prior to the state issuance of a license. Contact the state at 602-542-5141; contact the City Clerk's Office at 928-282-3113 for information about the City review and approval process. The local fee for a Special Event Liquor License is \$25.

- _____ Security Plan or a copy of the liquor license application that includes the security plan
- _____ Notice of having informed City of Sedona Police Department or Yavapai County Sheriff's office, depending on location