

Policy 1220 – Service of Alcoholic Beverages for Special Events

Under approved circumstances permissible by all federal, state, and local laws and regulations, including the Kansas Liquor Control Act, alcoholic beverages may be served at approved special events in designated locations of the Barton Community College Campus. The service of alcoholic beverages shall be in compliance with the guidelines and policy listed below.

1. In this policy, reference to alcoholic beverages ~~shall be limited to~~ **refers to beer, or wine, and other spirits.**
2. Under no circumstances shall any individual under the age of 21, or without proper identification, be served or be allowed to possess or consume alcoholic beverages at any time on the Barton Community College Campus.
3. Under no circumstances shall General Fund Revenue, that includes Barton County taxing revenue, be allowed to fund the purchase of alcoholic beverages. Because of this stipulation, the Barton Community College Foundation (“Foundation”) **or Cougar Booster Club (“Booster Club”)** shall notify the President, or the President’s designee, as to whom, or what entity, will be providing the funds to purchase any alcoholic beverages.
4. The Foundation **and Booster Club** shall be the only **entities** authorized to serve alcoholic beverages on the Barton Community College Campus. The Foundation **and Booster Club** may, at their discretion, contract with an independent party or entity for the service of alcoholic beverages at an approved special event. **For the purpose of service, board members, members, and volunteers of the two entities may assist.**
- ~~5. A Barton Community College employee shall be the only **individual** authorized to serve alcoholic beverages on the Barton Community College Campus at an approved special event.~~
5. In the event a Barton Community College employee is sponsoring a special event at which alcoholic beverages are served, then said employee, or the employee’s designee, shall assume responsibility to supervise said special event. In the event the Foundation **or Booster Club** is sponsoring a special event at which alcoholic beverages are served, then the Foundation **or Booster Club** shall appoint an individual who shall assume responsibility to supervise the special event.

The name of the individual who has assumed responsibility to supervise said special event shall be provided to the College President, or the President’s designee. Said individual shall be in attendance for the duration of the special event to ensure that the activities of the special event are consistent with this policy, the policy of the College’s Board of Trustees, any rules and regulations related to activities on the Barton Community College Campus, and the rules of the particular facility at which the special event is held. Said individual shall not consume any alcoholic beverages for the duration of the special event.

6. Alcoholic beverages may only be served at designated Barton Community College Campus special events that are related to the legitimate functions of the College. There shall be ~~two~~ **three** categories of special events at which alcoholic beverages may be served, which are:
 - a. A Category 1 Special Event shall be those events wherein alcoholic beverages are included in the price of the dinner or reception. Attendees to Category 1 special events shall consist of a pre-identified group of invitees, and their respective guests. No other attendees may attend a Category 1 special event, with the exception of Barton Community College employees or those individuals hired to assist with the special event, such as catering staff, Campus Safety personnel, or service personnel.
 - b. A Category 2 Special Event shall be those special events wherein attendees are not pre-identified, nor does there exist a specified guest list. The cost of alcoholic beverages for Category 2 special events shall be assumed by the guests in attendance, regardless of the manner in which such charges are levied. **It is the responsibility of the sponsoring organization to follow all applicable laws, regulations, and licensing requirements regarding the service of alcohol. All required licenses and permits must be on file with the EDIA.**
 - c. A Category 3 Special Event shall be those special events wherein attendees are not pre-identified, nor does there exist a specified guest list. The cost of the alcoholic beverages for a Category 3 special events shall be assumed by the Foundation or Booster Club for purposes of special celebrations or donor cultivation and/or recognition.
7. Guests attending a Category 1, ~~or~~ Category 2, **or Category 3** special event may not bring alcoholic beverages onto or upon Barton Community College campus or property.
8. Alcoholic beverages may be served only in the Shafer **Art Gallery or the Cougar Den** of the Barton Community College Campus. Exceptions to this designated area will require prior approval of the President, or the President's designee, and communication to the College's Board of Trustees ~~one month~~ in advance of the planned special event date.
9. Written approval must be obtained from the College President, or the President's designee, prior to serving alcoholic beverages at a Category 1, ~~or~~ Category 2, **or Category 3** special event. The process to obtain written approval is as follows:
 - a. The organizer of the ~~Category 1 or Category 2~~ special event, ~~in conjunction with the Foundation,~~ shall submit a Barton Alcoholic Beverages Service Request Form to the College President, or the President's designee.
 - b. Said Request Form shall be submitted to the College President, or the President's designee, at least ~~6~~ **4** weeks prior to the event.

- c. Any exceptions to the notification and Request Form submission requires the approval of the College President, or the President's designee, and communication to the College's Board of Trustees.

10. No alcoholic beverages shall be served after midnight.
11. All alcoholic beverages which remain un-served at the conclusion of the event shall be removed from the premises immediately or as soon as practical. **If alcoholic beverages are kept on-premise for practicality, they must be stored in a locked area unavailable to students, unauthorized staff, and the public.**
12. At all special events where alcoholic beverages are served,
 - a. non-alcoholic beverages shall also be offered to guests.
 - b. some type of food shall be offered to guests.
 - c. an effective method of determining which guests may legally consume alcohol shall be used.
13. Sufficient security shall be available for all special events serving alcoholic beverages.
14. No alcoholic beverages may be
 - a. carried to areas outside of the designated area approved to serve alcohol.
 - b. sold, served, or consumed on Barton Community College Campus or property without submitting the Barton Alcoholic Beverages Service Request Form to the College President, or the President's designee, obtaining written approval to serve alcoholic beverages, and complying with this policy.
15. **Other spirits (anything other than beer and/or wine) may only be served with prior written approval from the President or the President's designee.**

Note: This policy does not apply to non-college sponsored events held at Camp Aldrich.

Approved by: President

Date: 11/11/13

Revision(s): 5/5/14 (minor revision); 9/30/21 (update); 10/6/21 (change)