

2215 – Service of Alcoholic Beverages for Special Events

In accordance with policy 1220; all requests to serve alcoholic beverages (~~beer or wine~~) for special events must be sent to the Executive Director of Institutional Advancement (“EDIA”) in the Barton Community College Foundation (“Foundation”) office for approval at least 8 6 weeks prior to the event using the [Barton Alcohol Beverages Service Request Form](#). Any Shafer Art Gallery [events](#), art exhibit restrictions on food or drink, or [Cougar Den events](#) supersede any request for event planning.

Once approved by the ~~Foundation~~ EDIA, the form will be sent to the College President, or the President’s designee, ~~to know the identity of the individual or entity contracted to serve alcoholic beverages and the location of the event.~~ [ensuring essential details for the event including identification of the entity contracted to serve alcoholic beverages and the location of the event, are on file with the President's Office.](#) The College President, or the President’s designee, will provide the final written approval to serve alcoholic beverages at any special event.

Measures to ensure understanding of policy 1220; please refer to the following statements:

- [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.](#) ~~Any and all special events will be invitation only (excluding anyone under the legal age of 21)~~ [Only attendees 21 years of age or older will be allowed to possess alcohol at special events.](#) and ~~p~~Picture identification may be requested ~~at the door~~ if there is any doubt of age.
- As stated, a Barton Community College employee shall be the only individual authorized to make a request for a special event where alcoholic beverages can be served. No outside entity will be allowed to utilize this privilege.
- ~~Pay by the drink is only allowed from approved vendors.~~

The individual that is named the Event Supervisor on the request form will be entirely responsible to ensure the following practices and actions will be adhered to for the special event:

- Only ~~invited~~ [approved](#) guests may be offered alcoholic beverages but cannot be served after midnight.
- The Event Supervisor will be in attendance for the duration of the event and will personally not consume alcoholic beverages of any type. College personnel, hired or volunteer, to assist with the special event will not consume any alcoholic beverages; this includes catering staff, Campus Safety personnel or other service providers.
- [If underage attendees are present, the Event Supervisor will designate one or more individuals to remain in the area and monitor access to alcoholic beverages to ensure that no one under the age of 21 consumes or obtains alcohol.](#)
- Food and non-alcoholic beverages will also be provided at the event.
- ~~No alcoholic beverages may be carried outside of the designated area approved to serve alcohol.~~ [may be removed from the area designated for alcoholic beverage service.](#)
- 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.

- At least one Barton Campus Safety person(s) or other authorized Barton employee will be in the lobby of the Shafer Art Gallery, proximity of the Cougar Den, or other approved designated area for the duration and conclusion of the special event. Other college tasks will not be assigned to this particular Campus Safety person(s) for the duration of the special event. In the event the Campus Safety person(s) is called to respond to another area for an emergency, another employee will be authorized to provide security assistance.

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

Based on policy 1220

Approved by: President

Date: 4/28/14

Revision(s): 9/14/07; 5/5/14 (minor revision); 8/6/21 (update); 10/6/21 (change)