2215 – Service of Alcoholic Beverages for Special Events

In accordance with policy 1220; all requests to serve alcoholic beverages 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 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 EDIA, the form will be sent to the College President, or the President's designee, 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. Picture identification may be requested 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.

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 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 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 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); 5/18/26