

Policy 1220 - Service of Alcoholic Beverage for Special Events

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

1. In this policy, reference to alcohol or alcoholic beverages, shall be limited to beer or wine.
2. Under no circumstance 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. Barton Community College Foundation ("Foundation") shall be the only entity authorized to serve alcoholic beverages on the Barton County Campus. The Foundation may, at their discretion, contract the service of alcoholic beverages to an independent party or entity.
 - a. In the event an individual or entity has agreed to assume responsibility to provide the funds to purchase alcoholic beverages, the Foundation shall provide notice to the College President one month prior to the event, or his or her designee, as to who, or what entity, will provide the funds to purchase alcoholic beverages. In such event, the Foundation shall assume no responsibility for unpaid beverages or services charged.
 - b. In the event the Foundation desires to contract the service of alcohol to an independent individual or entity, then notice shall be provided to the College President one month prior to the event, or his or her designee, as to the identity of the individual or entity contracted to serve alcohol.
4. In the event an **individual** is sponsoring a special event at which alcohol is served, then said individual, or his or her designee, shall assume responsibility to supervise said special event. In the event an **entity** is sponsoring a special event at which alcohol is served, then said entity 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 his or her designee. Said individual shall be in attendance for duration of the event to ensure that the activities of the event are consistent with this policy, the policy of the 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 event is held. Said individual shall not consume alcohol for the duration of the event.
5. Alcohol may only be served at designated Barton County Campus events that are related to the legitimate functions of the College. There shall be two categories of events at which alcoholic beverages may be served:
 - a. Category 1 Special Event shall be those events wherein alcoholic beverages are included in the price of a 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 event, with the exception of Barton Community College employees or those individuals hired to assist with the special event, such as catering staff, security personnel, or service personnel.

- b. Category 2 Special Event shall be those events wherein attendees are not pre-identified, nor does there exist a specified guest list. The cost of alcoholic beverages for Category 2 events shall be assumed by the guests in attendance, regardless of the manner in which such charges are levied.
6. Guests attending Category 1 events and Category 2 events may not bring alcohol onto or upon Barton Community College campus or property.
7. Alcohol may be served only in the Shaffer Gallery of the Barton County Campus. Exceptions to this designated area will require prior approval of the Trustees one month in advance of the planned event date.
8. Written approval must be obtained from the College President prior to serving alcohol at a Category 1 and Category 2 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 Beverage Service Request Form to the College President, or his or her designee.
 - b. Said Request Form shall be submitted to the College President, or his or her designee, at least 6 weeks prior to the event.
9. No alcoholic beverages shall be served after midnight.
10. All alcoholic beverages which remain unserved at the conclusion of the event shall be removed from the premises immediately or as soon as practical.
11. At all events where alcoholic beverages are served, non-alcoholic beverages shall also be offered to guests.
12. At all events where alcoholic beverages are served, some type of food shall be offered to guests.
13. At all events where alcoholic beverages are served, an effective method of determining which guests may legally consume alcohol shall be used.
14. Sufficient security shall be available for all events serving alcohol.
15. No alcoholic beverage may be carried to areas outside of the designated area approved to serve alcohol.
16. No alcoholic beverages may be sold, served, or consumed on Barton Community College campus or property without submitting the Barton Alcoholic Beverage Service Request Form to the College President, or his or her designee, obtaining written approval to serve such beverages, and complying with this policy.

(Approved by President on)