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 in the Barton Community College Foundation ("Foundation") office for approval at least 8 weeks prior to the event using the Barton Alcohol Beverages Service Request Form. Any Shafer Gallery art exhibit restrictions on food or drink supersede any request for event planning.

Once approved by the Foundation, the form will be sent to the College President, or his or her designee, to know the identity of the individual or entity contracted to serve alcoholic beverages and the location of the event. The College President, or his or her 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:

- Any and all special events will be invitation only (excluding anyone under the legal age of 21) and 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 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.
- 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.
- 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.
- At least one Barton Campus Safety person(s) will be in the lobby of the Shafer Gallery 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.

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

(Based on policy 1220; approved by President on 4/28/14)

Minor revision 5/5/14