ADM #380 McPherson College Campus / College-Sponsored Event

Alcohol Use Policy

**PURPOSE & SCOPE:**

McPherson College (the “College”) complies with the Federal Drug-Free Workplace act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. This Campus/College-Sponsored Event Alcohol Use Policy (the “Policy”) has been adopted by McPherson College (“College”) to address the limitations as to when alcohol is allowed on campus or at College-Sponsored Events. The beverage service at any pre-authorized, on or off-campus event will be contracted to a licensed third-party provider. In all instances, any permissible use of alcohol must be in moderation and in a responsible manner by persons who are over the age of twenty-one and within the bounds of applicable federal, state and local laws. This policy does not supersede or replace the College's other alcohol and drug policies, including without limitation: <https://wwwi.mcpherson.edu/wp-content/uploads/2022/11/ADM-195-Drug-Free-Workplace-Policy-with-HB-review-FINAL-10.7.2022.docx>, alcohol and drug policies, or residence hall policies (Student Code of Conduct, Athlete Handbook, and Student Handbook), regarding alcohol. This Policy applies to the College campus community, including all students, employees, and visitors.

# GUIDELINES:

**SECTION ONE:**

1. **Campus or College-Sponsored Event Alcohol Use Request:** The use of alcohol on the College campus or at an off-campus College-sponsored event may be permitted in limited circumstances, upon request and approval, except never in on-campus residence halls. Any request for the use of alcohol in any campus facility/location or at an off-campus College-sponsored event must be approved in advance pursuant to the Approval Procedure set forth in paragraph 2 hereof, unless such use of alcohol is addressed in a separate College policy. If approved in accordance with the Approval Procedure, alcohol may be permitted for single specific events and provided by the campus food service provider or by a third party contracted to provide such service, who shall possess a valid liquor license and shall adhere to all applicable laws and regulations concerning the service of alcohol.
2. **Boiler House:** Provided further, however, and subject to rules and policies developed for use of alcohol (as defined herein) in the Boiler House and applicable State law, individuals may possess and consume alcohol in the Boiler House. The use of alcohol in the Boiler House is not subject to the Approval Procedure contained in Section 2 of this policy and will be provided by the campus food service or a third-party provider contracted to provide such service. Individuals may possess and consume alcohol in line with applicable state and local law in designated locations.
3. Guests who are served alcoholic beverages at a College campus location or at an off-campus College-sponsored event may not carry alcoholic beverages outside the area where they are being served.
4. The College retains the sole and absolute right to determine if alcoholic beverages may be served at a special event as well as to determine the time and length of such service.
5. The College reserves the right to require security services at an event, or an on-campus third-party event sponsor may request for the College to coordinate the provision of security services. In either case, a third-party holding the event on campus is responsible for paying for such services.
6. All procedures under this Policy shall be in full compliance with federal, state, and local laws and regulations, including the Kansas Liquor Control Act and the City of McPherson Code of Ordinances.

# SECTION TWO:

1. **Event Approval Procedure:** The request form for the service of alcohol on campus or at an off-campus College-sponsored event may be found at: <https://wwwi.mcpherson.edu/human-resources/hr-forms/>

The form shall be submitted to the alcohol Approval Committee no later than thirty (30) days prior to the event at which alcohol is requested to be served. The Approval Committee shall consist of a member of Cabinet, a member of the faculty and a member of the College staff. The Approval Committee shall approve or deny requests no later than ten (10) days following the receipt of the application.

* 1. Decisions that are not unanimous will be reviewed by a secondary level of approval such as a cabinet member who is not affiliated with the event.
  2. All decisions by the Approval Committee are considered final.

1. **Event Approval Conditions:** The Approval Committee shall require compliance with the following conditions and shall set forth any additional criteria for the use of alcohol on campus or at an off-campus College-sponsored event in the notice of approval. The required conditions are as follows:
   1. The event request must be submitted by a campus administrator, faculty, staff member, or student organization advisor. Third-party campus facility reservations must follow the existing McPherson College Rental and Space Use Policy (Admin 360), as well as this policy.
   2. Alcohol may not be served after 10:00 p.m. and shall not be served for more than three hours during any single event. The service of alcohol shall cease at least 30 minutes prior to the scheduled conclusion of the event. The Approval Committee shall have the right to place additional time restrictions on the service of alcohol as deemed necessary.
   3. Access to the event must be restricted to invited guests only.
   4. No alcohol shall be served to anyone under 21 years of age.
   5. All College or third-party providers must be appropriately licensed and must have reasonable policies in place to minimize the College's liability for service of alcohol.
   6. The beverage service at any pre-authorized, on or off-campus event will be contracted to a licensed third-party provider.
   7. Alcohol will be available only by the glass or single-service container. (Bottles of wine, such as those which are part of a table setting, will not be allowed).
   8. For purposes of this policy, the term "alcohol" shall mean liquor, wine, and beer.