

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 3.8.1

Title: Alcoholic Beverages at College Events	
Originated by: President/CEO	
Signature	Date
Approved:	
Signature	Date
Reviewed:	Revised:

Policy Statement: This purpose of this policy is to describe the conditions under which alcoholic liquor may be served/consumed at MATC events on campus.

Applies To: All faculty, staff, students and campus visitors of Manhattan Area Technical College.

Rationale: Under circumstances permissible by State Statutes and Regulations of the Alcoholic Beverage Control Commission, official College academic and administrative units and College affiliated organizations may serve alcoholic liquor at approved events in designated non-classroom areas on the College campus.

Alcoholic liquor service may only be provided at campus events which are related to legitimate functions of the College. Such events cannot be opened to the general public and only members of the sponsoring organizations, their spouses and invited guests may participate. Such events may not be of a commercial nature, but rather occasions which are luncheons, dinners or receptions in honor of certain individuals, and which occur in connection with official College events and/or fundraising activities for College programs.

Related Documents: Board of Regents Policy on Cereal Malt Beverages and on Service in non-Classroom Areas. [Sections G.13 and G. 14.](#) and [Kansas Statute 41.719, Subsection \(c\), 11\(f\).](#)

Procedure:

1. The following guidelines will be observed in serving alcoholic liquor at approved College events and locations:
 - A. No liquor license will be held by the College or by any units of the College. No sale of alcoholic liquor is permitted on the College campus.
 - B. At all times, the serving of alcoholic liquor on the MATC campus will be in compliance with the Kansas Liquor Control Act.
 - C. All events on the College campus at which alcoholic liquor will be served must be approved by the President. A College unit or affiliated organization wishing to serve alcoholic liquor on campus must submit a detailed plan to the President for review prior to any public announcement, but in no case less than two weeks before the event.

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D. Alcoholic liquor served at approved campus events must be provided by the group or organization hosting the event.

E. The College shall provide or hire a qualified caterer necessary for and have full control over dispensing alcoholic liquor at approved events. The caterer may furnish, for a fee, all setups and services needed. The caterer will adhere to the following definitions and regulations in its capacity as the caterer of alcoholic liquor:

1. The terms used herein shall have the following meanings:
 - a) Events, as used in this policy, shall mean prearranged functions not advertised to the general public and limited in attendance to members of the sponsoring organization(s) and their guests.
 - b) Members -- Shall mean the basic makeup of the sponsoring organization.
 - c) Guests -- Shall mean the spouse of a member of a sponsoring organization and/or invited personal friends of a member in attendance.
2. The length of pre-dinner alcoholic beverage service shall be determined between the sponsoring organization and the caterer. A service period of between one hour and an hour and a half is advised.
3. It shall be a responsibility of the caterer to designate those areas in approved buildings that have appropriate and adequate facilities for the service of alcoholic beverages and for control of the patrons to be served.
4. No alcoholic beverages other than those served by the staff of the caterer may be dispensed.
5. Members and guests of the sponsoring organization may not carry alcoholic beverages outside the area in which they are being served.
6. The caterer reserves the right to refuse alcoholic beverage service to any individual under the age of twenty-one or who appears to be intoxicated. Staff members in charge shall have this authority.

F. Alcoholic liquor shall be defined as those beverages containing alcohol, including beer, wine, spirits, etc., but does not include cereal malt beverages. Unused quantities of alcoholic liquor shall remain the property of the host group or organization and will be removed from College property at the conclusion of the event. Nonalcoholic beverages and food must be provided at all events where alcoholic liquor is served.