

Refer to Section {B}
{Personnel} Unit
Procedure for {B 6 – Alcohol on Campus}



1. A Midway College Alcohol Permit (copy attached) will be required for all events at which alcoholic beverages are to be served.
2. When alcoholic beverages are provided, non-alcoholic beverages and food also must be provided.
3. Advertising for an event may not include specific information that alcoholic beverages will be served as a primary inducement for attendance, and alcoholic beverages should not be the major focus of the event.
4. All events at which alcoholic beverages will be served must be approved by the president and registered with the director of auxiliary services.

SCHEDULING:

1. All areas of the Midway College campus are subject to the College Alcohol Policy.
2. The event must be placed on the College Calendar and the Alcohol Permit approved (including all required signatures) a minimum of seven working days prior to the event. Failure to register an event where alcoholic beverages will be served, or failure to comply with all requirements for use of the location, may result in the registrants and/or the group or organization being denied the right to schedule such events in the future. Additional sanctions also may be applied.

REQUIREMENTS FOR APPROVAL:

1. College-sponsored events at which alcoholic beverages may be served are limited to official functions of the Midway College Board of Trustees and functions hosted, or approved, by the President for the conducting of college business.
2. Extramural groups hosting approved functions on Midway College property must obtain a Midway College Alcohol Permit, agree to abide by the Midway College Alcohol Policy and must be responsible for the activities of their guests.
3. At least two members of the sponsoring group must register the event and use of space and be present at the event for its duration.
4. Events scheduled during normal working hours and days of the college will not be approved. Determination of working hours and days is at the discretion of the president, or the president's designee.

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5. Approval for the event must be obtained before any publicity for the event is released.
 6. The event, as well as all alcohol consumption, must be contained within the physical facilities for which the event is approved, and have controllable points of entry and exit. Permissible locations are: Pinkerton-Rouse Place, Piper Dining Hall, Equestrian Center, and Marrs Lobby. Exceptions must be approved by the president.
 7. Alcoholic beverages must be served by a designated server and dispensed in a restricted area with limited access. The designated server must be 21 years of age and is not permitted to drink.
 8. The amount and type of alcoholic beverages served at any event will be pre-determined and stated on the Alcohol Permit. The only alcoholic beverages that may be possessed or consumed at campus events are those alcoholic beverages served at the event.
 9. Non-alcoholic beverages and food must be provided at events where alcoholic beverages are consumed. The amount and type of this food and non-alcoholic beverages must be pre-determined and stated on the Alcohol Permit.
 10. A Midway College security officer shall be at any extramural event at which alcohol is served. The number of security officers assigned to the event will be determined by the director of auxiliary services, considering the nature of the event, and the number of attendees.
 11. The serving of alcoholic beverages must end no later than one hour prior to the end of the event, unless approved by the director of auxiliary services.
 12. Methods and/or procedures must be used to assure compliance with Kentucky State laws, Woodford County laws, Midway City laws, and Midway College policies and regulations.

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MIDWAY COLLEGE ALCOHOL PERMIT

This permit must be completed before any club, organization, or department is permitted to have an event on the Midway College campus where alcohol is served. All applicants must meet with the Director of Auxiliary Services to discuss the proposed event. The completed form, including all necessary signatures, must be approved by the President, and submitted to the Director of Auxiliary Services **no later than seven (7) days prior to the event.** An "Application for Calendar Date and Use of Facilities" form must be completed and confirmed by the Director of Auxiliary Services prior to Alcohol Permit approval.

I. SCHEDULING INFORMATION

Today's Date _____

Sponsoring Org./Dept. _____

Event _____ Date _____

Who will attend _____

Approximate total number _____

Time of Event: Beginning _____ Ending _____

Location of Event _____

II. RESPONSIBLE PARTIES

Persons who will be present throughout the event **and act with all due prudence:**

First Responsible Party

Second Responsible Party

Name: _____

Address: _____

Phone: _____

Signed: _____

(Must be 21 years of age)