

## **K-State Student Union Alcohol Use Policy**

At all times, the serving of alcohol in the K-State Student Union must be in compliance with the Kansas Liquor Control Act, Kansas Board of Regents policies and Kansas State University policies and procedures: [www.k-state.edu/policies/ppm/3053.html](http://www.k-state.edu/policies/ppm/3053.html)

A form to request permission to serve/consume alcohol is available in the Union Director's Office and must be completed in order to initiate the request for approval process. ***A 30-day lead time is required.***

Upon approval of the Union director, permission is granted for the service or consumption of alcoholic liquor subject to the following guidelines. For purpose of this policy, alcoholic liquor includes all beverage alcohol unless otherwise specified herein.

1. For organizations for individuals desiring to serve alcohol, the event must be by invitation only. The consumption of alcohol must remain in the room reserved for the event and those served must be at least 21 years of age.
2. Arrangements for alcohol and bartending service must be arranged through a caterer listed on the Union's Approved Caterer list. Individuals or groups are not allowed to bring any alcohol into the building. Each caterer is responsible for dispensing all alcoholic liquor and shall implement precautionary measures such as checking IDs or refusing to serve persons who appear intoxicated.
3. The group sponsoring the event will have a designated representative who will be the contact person for the event. This individual will assist Union staff in monitoring the function by: a) being present throughout the event; b) serving as contact and support person for Union and the caterer; c) watching for disruptive behavior before it escalates; d) watching that participants are contained in the designated areas and e) notifying appropriate staff if a problem is observed.
4. Non-alcoholic beverages and food shall be available in the same place as the beverage alcohol and featured as prominently as the alcohol.
5. All non-university events at which alcohol is served: a) will be assessed a \$200 charge; b) may be required to pay for security staff for the duration of the event with the number of security personnel to be determined by the Union director of operations and c) will pay a refundable deposit of \$200 to cover the costs of any damages or cleanup beyond that of normal use.
6. The K-State Student Union reserves the right to intervene, control, prohibit, or stop any event or activity it deems unlawful or hazardous to the health, safety, or security of its students, patrons or clients, or may cause damage to the building or premises.

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***As the individual in charge of this event, I certify by my signature that I have read and understand the K-State Student Union Alcohol Use Policy and I agree to comply with all of its terms.***

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of person responsible for enforcement of these requirements (if different from above):

Phone: \_\_\_\_\_

# K-STATE STUDENT UNION ALCOHOLIC BEVERAGE REQUEST

DATE: \_\_\_\_\_

TO: Corey Williamson, Executive Director, K-State Student Union

FROM: \_\_\_\_\_

1. Sponsoring organization or individual: \_\_\_\_\_

2. Date of event: \_\_\_\_\_ Time of event: \_\_\_\_\_

Time period of beverage service: \_\_\_\_\_ to \_\_\_\_\_

3. Location of event in Union: \_\_\_\_\_

4. Purpose of event: \_\_\_\_\_

5. Expected attendance: \_\_\_\_\_

6. Beverage(s) to be served: \_\_\_\_\_

7. Alcoholic beverage service provider: \_\_\_\_\_

8. The following person has general supervision over the area where the event will take place and will be responsible for enforcement of the alcohol use policies on the back of this form.

Name: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Signature of person requesting approval: \_\_\_\_\_ Date: \_\_\_\_\_

Union Director's signature: \_\_\_\_\_ Date: \_\_\_\_\_



K-STATE STUDENT UNION