

Procedure for Policy #211

Alcohol Policy

Introduction

The service and consumption of alcoholic beverages is strictly regulated by law. All persons coming onto any Madison Area Technical College properties are charged with compliance with these laws. Noncompliance may subject the College to legal liability. In order to ensure against violations of the law, the possession, service and consumption of alcoholic beverages on campus is subject to Policy #211 - Alcohol Policy and the procedures described below.

Policy #211 permits only beer and/or wine at an event held on District property. However, the Policy does permit the use of other alcohol for instructional purposes and in the preparation of foods provided by the Food Services department.

Definitions

1. "Alcohol" for the purpose of this Policy means beer and wine.
2. "Campus Alcohol Agent" means the individual on the Madison College campus who has been designated to approve applications for Events where alcohol will be served.
3. "Event" means a conference, fundraising event, meal, meeting or any other gathering (formal or informal) on District Property.
4. "District Property" means any property owned, leased, licensed or otherwise under the control of Madison College.
5. "Event Sponsor" means the College employee or an authorized representative of an external bona fide group who submits the Special Event Permit form to the appropriate Campus Alcohol Agent for consideration of the request for the sale and/or consumption of alcohol.
6. "Event Supervisor" means one of the following:
 - a. The authorized Madison College employee who is at least twenty-one (21) years of age to assume responsibility on behalf of the sponsor for direct supervision of the serving and consumption of alcoholic beverages throughout the event. The supervisor is responsible for ensuring compliance with the College's policy and procedures for the use of alcoholic beverages

on campus and all pertinent state and local laws governing possession and consumption of alcoholic beverages, or

- b. A representative of a non-Madison College entity who is at least twenty-one (21) years of age that is eligible to apply for a Special Event Permit. The supervisor is responsible for ensuring compliance with the College's policy and procedures for the use of alcoholic beverages on campus and all pertinent state and local laws governing possession and consumption of alcoholic beverages.
7. "Indirect Sale of Alcohol" means participants purchase a meal and alcohol is provided as a part of the purchase price.
 8. "Private Event" means an Event where alcohol is served that is not open to the general public. In order to be a Private Event, the Event must satisfy all of the following:
 - a. It must be by invitation only. Invitations to the Event must have been sent to specific individuals.
 - b. A previously printed list of invited guests must be used to identify attendees at the entrance to assure that only invited participants enter.
 - c. The Event cannot have been advertised as being open to the public.
 - d. The alcohol is free or the Event is a College sponsored Event and the admission charge or other charge for participation is the same regardless of whether the person attending consumes alcohol or not.
 9. "Sale of Alcohol" means that alcohol is served or delivered for value.
 - a. In particular, alcohol is considered sold at any Event where alcohol is served and:
 - i. There is a cash bar, or
 - ii. Alcohol is exchanged for tickets that have been purchased or for other evidence of payment, or
 - iii. Payment of an admission charge, registration fee or other fee or charge allows an individual to attend the Event and be served alcohol, or
 - iv. A collection is taken at the Event to cover the cost of the alcohol.
 10. "Special Event Permit" means a permit issued by the appropriate Campus Alcohol Agent that authorizes the sale and/or service of beer and/or wine at a specific location for a specific date and time.

Applicability

The President has delegated responsibility for regulation of the service and consumption of alcoholic beverages by students, student organizations, student activities, staff, District Board, outside groups and any other persons and entities.

Authorizing Campus Alcohol Agent

1. No one may represent that the College (or any of its subsidiary departments and offices) is the sponsor of an event at which alcoholic beverages are served without express written permission from the President or designee. The President has delegated responsibility for review and approval of authorization to serve alcoholic beverages to: (1) the Vice President for Administrative Services for any event held in the Madison College facilities, and (2) the Regional Campus Administrators for any event held in their regional campus facilities.
2. Depending upon the location and type of event, security may be required. The need for security will be determined on a case-by-case basis and mandated by the Campus Alcohol Agent as they see fit. If required, Madison College Public Safety Services will assign uniformed or non-uniformed officers for any College alcohol event or private function. The sponsor of the event will be responsible for the cost of the security staff provided.
3. Final authority for the event lies with the Event Supervisor in charge of the event. Even though there may be other Administrators in attendance, the person named on the *Special Event Permit Beer and/or Wine on Campus* permit has final authority over the event.
4. Final authority over personal safety or building security lies with the Madison College Public Safety Officer on duty at the time of the event. Their authority supersedes the College Administrator in charge, if there is a conflict.

Authorization Criteria for Alcohol at an Event

The Campus Alcohol Agent will use the following criteria in their review of an event requests. The list is not meant to be all inclusive. The events purpose is:

1. donor cultivation, solicitation, and stewardship official function.
2. fundraising event (other than 1. above).
3. "Private Event" of an external organization scheduled through Campus Scheduling and Event Services (CSES) or the regional campus administrator.

The following minimum criteria must also be met for authorization of an event:

1. Compliance with state law and local ordinances with regard to licensing of the event.
 - a. Food and non-alcoholic beverages must be served.
2. Event Sponsor provides proof of adequate liability insurance and indemnifies the College.
3. Any time beer and wine are sold (see "Sale of Alcohol") licensed bartender(s) must be in charge of the service.
4. Promotions and advertisements for events shall not be permitted to indicate that alcohol will be served or consumed.

Right to Terminate Event

Madison College reserves the right to terminate any event that does not adhere to state, local and/or College regulations and requirements. Further, the College may terminate any event that becomes disruptive or potentially disruptive to the instructional and business functions of the institution.

Event Sponsor

Each Event must designate a sponsor. The sponsor is a College employee or an authorized representative of an external bona fide group who submits the *Special Event Permit Beer and/or Wine on Campus* form to the appropriate Campus Alcohol Agent for consideration of the request for the sale and/or consumption of alcohol. Approval will be granted only if the authorized College administrator is satisfied that the requirements of this policy and the law have been met. The Sponsor is ultimately responsible for any failure of its designated supervisor to ensure compliance with the policy and procedures for the use of alcoholic beverages on campus or with state and local laws and must agree to indemnify the College for any losses.

Event Supervisor

Each Event must designate an individual who is at least twenty-one (21) years of age to assume responsibility on behalf of the sponsor for direct supervision of the serving and consumption of alcoholic beverages throughout the event. The supervisor shall be present for the full duration of the event and shall not consume alcohol before or while they are on duty. The supervisor is responsible for ensuring compliance with the College's policy and procedures for the use of alcoholic beverages on campus and all pertinent state and local laws governing possession and consumption of alcoholic beverages. The supervisor also is responsible for executing and submitting to the appropriate Madison College administrator

a *Special Event Permit Beer and/or Wine on Campus* form, on behalf of the sponsor, at least fifteen (15) working days prior to the event. Approval will be granted only if the authorized College administrator is satisfied that the requirements of this policy and the law have been met. The Sponsor is ultimately responsible for any failure of its designated supervisor to ensure compliance with the policy and procedures for the use of alcoholic beverages on campus or with state and local laws and must agree to indemnify the College for any losses

The Event Supervisor is responsible to oversee the following:

1. Meet with all servers prior to the event to discuss alcohol serving procedures.
2. Consistent security and event monitoring procedures.
3. Each entrance/exit to the Event is being monitored so that alcohol is not brought in or carried out of the Event.
4. Signs have been posted.
5. Ensure ID's are being checked according to pre-determined methods and the limit for the number of beverages served per person is being enforced.
6. Review previously printed list of invited guests to any "Private Event" to assure that only invited participants enter.
7. That "Get Home Safe" brochures developed by the College are placed in a visible location so guests can call taxis or secure other modes of transportation for a safe ride home. External event organizers are encouraged to solicit volunteers as designated drivers who can provide transportation when needed.
8. Call a debriefing meeting for events where alcohol-related problems arose, and recommend changes to procedures for upcoming events.

General Requirements

1. If the event lasts more than two hours, alcohol should not be served during the last hour of the event.
 - a. For events lasting less than two hours, service should end at least 30 minutes before the scheduled end of the event.
2. Area Where Alcohol is Served:
 - a. The area where alcohol is served must be defined and clearly marked using readily identifiable barriers such as fencing and/or built in boundaries. Building and fire codes must be adhered to.
 - b. Alcohol can only be sold to individuals 21 and older, who have been checked in using a pre-determined system (i.e., wristbands, hand stamps, name badges)

- c. Signs must be posted at every entrance or exit stating:
 - i) Private Event (if applicable)
 - ii) No alcohol beyond this point
 - iii) Identification required. No one under the age of 21 shall be served.
 - iv) Don't drink and drive
 - v) Drink responsibly

- 3. Service of Alcohol:
 - a. Establish and notify guests of start and end times.
 - b. Alcohol should not be part of the event if it cannot be properly managed.
 - c. Alcohol may not be served at an event in individual portions that exceed 12 ounces of beer and six (6) ounces of wine.
 - d. No alcoholic beverages will be served or sold prior to 5 p.m. or after midnight.
 - e. Persons attending the Event may not be given direct access to coolers, kegs, or service areas. If a single bottle of wine is provided at each table in conjunction with a meal (where the guests are all over 21), it is the responsibility of the Event Supervisor to monitor the consumption of the attendees.
 - f. Servers of alcohol
 - i) shall be trained to serve alcohol.
 - ii) shall have a valid photo ID showing their name along with a copy of Training for Intervention ProcedureS (T.I.P.S.), or equivalent, training certification.
 - iii) shall be 21 years of age or older.
 - iv) shall not serve anyone who is visibly intoxicated.
 - v) shall not consume alcohol before or while they are on duty.
 - vi) shall be familiar with the system being used at the Event for verifying that only persons 21 year of age or older are being served alcohol.
 - vii) shall have knowledge of Madison College's protocol for dealing with emergencies and/or altercations.
 - g. No one shall be served more than two (2) drinks at a time.
 - h. Properly trained personal should be responsible for checking identification (ID).
 - i. Alcoholic beverages may not be stored on unlicensed premises that are unsecured and open to the public. In particular, alcoholic beverages may not be stored in refrigerators in public areas.

Risk Management

Madison College Risk Management (RM) is available to work with the Event Supervisor and campus officials to review the event plan, the Risk Assessment for Serving Alcohol, and to advise on the associated risks and risk mitigation. RM advises on insurance requirements for campus events, with or without alcohol.

INSURANCE

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Non-College groups shall provide proof of general liability and liquor liability insurance when utilizing College facilities for events with alcohol. A Certificate of insurance shall be provided the College a minimum of 15 days prior to the event. Non-College sponsors who do not carry liability insurance may apply for Special Event Insurance through the Tenant User Liability Insurance Program (TULIP). A certificate of insurance can be generated through this process.

College-sponsored events occurring at off campus locations may be asked by the property owner for proof of insurance from the College. The College's Risk Management office will provide the required certificate of insurance.

Liability and Indemnification

Any person (or group) possessing, using, consuming, selling, bartering, or furnishing any alcoholic beverages upon the premises or grounds of the College assumes all risk and liability for damage and injuries to personal and/or property which in any way results from such possession, use consumption, sale, barter or furnishing of alcoholic beverages.

Madison College Safe Alcohol Service
Questions for Organizers Requesting Beer or Wine at Their Event

1. Who is the sponsoring organization of the event?
2. Who is the target audience for your event?
3. How is the event advertised, and is the availability of alcohol highlighted in the promotion?
4. How many people can the facilities accommodate?
 - a. How will organizers limit the number of attendees?
5. What will be done so the service area is secured and entry controlled?
 - a. How will you prevent alcohol from leaving this area?
6. Who is in charge of the alcohol service?
7. Name of the licensed bartender be present at all times?
8. Who is the Madison College Administrator in charge of the whole event?
9. Will alcohol be purchased or provided as part of the event?
 - a. Will patrons purchase a beverage or a ticket to receive a beverage?
 - b. What is the anticipated cost per glass: Beer ____ Wine ____
10. Is there a need to have security staff monitoring the patrons?
11. Will volunteers be serving alcohol? If yes, then who trains them and when?