

Emporia State University Policy Manual Excerpt

3R. ALCOHOL, TOBACCO, AND CONTROLLED SUBSTANCE POLICIES

3R.01 ALCOHOL POLICY (Approved by President 12/05/01; approved by President 12/4/03; approved by President 8/7/07; approved by President 8/29/13)

1. Upon approval of the President, Emporia State University permits the service or consumption of alcoholic liquor on campus subject to the following guidelines. For purposes of this policy, alcoholic liquor includes all beverage alcohol, unless otherwise specified herein. The form to request permission to serve/consume alcohol is available in the ESU Memorial Union Conference and Scheduling Office, and must be completed in order to initiate the request for approval process. A 30 day lead time is required.
2. The sale of alcoholic beverages is prohibited. For organizations or individuals desiring to serve alcohol, (1) events must be by invitation only; (2) those served must be at least 21 years of age; and (3) alcohol must be included in the price of the ticket for the event. The sponsor of the event is responsible for obtaining the permits and/or licenses necessary for that event from appropriate governmental agencies. Call ESU Conferences and Scheduling for information on obtaining applicable licenses and appropriate forms. Service or consumption of alcohol is intended to be limited to specific events, i.e., luncheons, dinners, or receptions which honor individuals and which occur in connection with official University programs, or special permission of the President.
3. Promotional materials and/or invitations must state the actual times the bar will be open. The bar will close at least 30 minutes prior to the scheduled conclusion of the event.
4. The sponsor of any event involving alcoholic liquor shall implement precautionary measures such as checking ID or refusing to serve to reasonably assure that alcoholic liquor is not accessible or served to persons under the legal drinking age or persons who appear intoxicated.
5. ESU follows all Kansas, federal, and local laws regarding the service and consumption of alcohol. Event sponsors as well as the individual consumers are to adhere to the law. Sponsors, and not ESU, will be responsible for determining and fulfilling all federal, state, and local requirements for their event.
6. Event sponsors are responsible for the purchase of beverage alcohol to be served.
7. Non-alcoholic beverages and food shall be available in the same place as the beverage alcohol and featured as prominently as the alcohol.
8. Consumption of alcohol is permitted only in the following non-classroom areas and outside grounds immediately adjacent thereto.
 - A. Plumb Hall (1st and 2nd floor lobbies and Presidential Office Suite only)
 - B. Visser Hall Atrium
 - C. King Hall (Bruder Theatre lobby and Gilson Room only)
 - D. Beach Hall Rotunda and Shepherd Music Center Rotunda

- E. Cremer Hall Lobby (Koch Lounge and Roe R. Cross Room)
- F. Sauder Alumni Center
- G. Anderson Library
- H. Hutchinson Family Pavilion
- I. Memorial Union

9. Related Policies for the Memorial Union

- A. The Memorial Union food service staff must provide bartending service.
- B. All non-University events at which alcohol is served:
 - 1. Will be assessed a \$100 charge.
 - 2. Will be required to pay for security staff for the duration of the event with the number of security personnel to be determined by the Memorial Union Assistant Director for Operations and/or the Chief of ESU Police.
 - 3. Will pay a refundable deposit of \$250.00 to cover the costs of any damages or clean-up beyond that of normal use.
- C. The Memorial Union Corporation 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.
- D. Organizations may not use the Memorial Union building for the promotion of alcoholic or cereal malt liquor.

10. Consumption of alcohol is permitted in conformity with the Home Game Athletic Fundraising Events policy, in non-classroom areas on grounds properly approved and designated by the President.

11. Related Policies for Sauder Alumni Center/Hutchinson Family Pavilion

- A. For organizations or individuals desiring to serve alcohol in the Center, (1) events must be by invitation only; (2) those served must be at least 21 years of age; and (3) if alcohol is included in any manner in the price of the ticket for a reception, or dinner, the sponsor of the event is responsible for obtaining the temporary permits necessary for that event from the appropriate governmental agencies.
- B. Alcohol may be consumed during events in the Hutchinson Family Pavilion Skybox in conformity with University rules and all applicable laws. Alcoholic beverages possession and consumption is restricted to the Skybox area and such beverages are not permitted to be consumed or possessed in other areas of the Hutchinson Family Pavilion.

12. Other areas approved by the President.

13. The President may authorize the sale of alcoholic beverages at an event on campus if all event sponsors: (a) are a recognized university organization, school or college, or the ESU Foundation, Inc., or the Alumni Association of Emporia State University; (b) comply with all applicable federal, state, and local laws; and, (c) the specific plan prepared by the sponsors for conducting the event at which alcoholic beverages will be sold is approved in writing by the President.

NOTE: All applications for temporary alcoholic liquor license shall be made 30 days prior to date of event.

This policy shall be reviewed annually by the alcohol advisory committee

A full version of Emporia State University Policy Manual can be found at:
<https://www.emporia.edu/acadaff/pdf/EmployeePolicyManual.pdf>