

## Missouri Western State University

<b>Policy Name:</b> Alcohol on University Grounds and at University-Sponsored Events	<b>Date Effective:</b> August 12, 2025
<b>Policy Category:</b>	<b>Date Last Revised:</b> July 13, 2016
<b>Approving Authority:</b> Board of Governors	<b>Date Last Reviewed:</b>
<b>Responsible Office:</b> Risk Management	<b>Recommended Review Cycle:</b> 3 years

### I. Purpose

This policy is intended to help maintain the health and safety of the University's faculty, staff, students, and visitors, and to ensure that alcohol use does not interfere with the effective functioning of the University. It delineates the parameters relative to the use of alcoholic beverages on University property, at University-sponsored events, or in conjunction with University activities. This policy establishes the University's requirements and restrictions regarding alcohol at on or off campus events or activities in accordance with the University's mission and state and local laws.

### II. Applicability

This policy applies to any person or group organizing an event or program where alcohol will be served on University-owned or -controlled property and to all University-sponsored events and activities regardless of where located.

### III. Definitions

**Host.** The individual or group who is organizing or sponsoring an event.

**Insured and Licensed vendor:** A business entity that holds an annual liquor license and any applicable temporary licenses to serve alcohol on or off University Premises, issued by the Missouri Liquor Control Board ("MLCB"), and that carries general liability and liquor liability insurance at minimum limits satisfactory to the Director of Risk Management.

**Minor:** A person who is not of legal age (21 years or older) to purchase, possess or consume alcohol.

**Non-University Entity:** An outside individual or group event that has been approved to host an event or activity on University Premises.

**University-Sponsored Event:** An event, function, or activity for which University funds are paying all or a portion of the cost of the event sponsored by the University or a University department, organization, or group either on or off University Premises. Examples include receptions, performances, athletic competitions, gallery openings, meetings, and conferences organized by departments, colleges, divisions, programs, and facilities. For purposes of this

policy, a University-Sponsored Event does not include an off-campus event where the University does not serve as the sole host and may be one of several event sponsors.

**University Premises:** All buildings, property, or grounds owned, leased, operated, controlled, or supervised by the University.

#### **IV. Policy**

Because alcohol and drug abuse pose a threat to the health and safety of University faculty, staff, students, and visitors and interfere with the ability of the University to achieve its mission, it is the policy of Missouri Western State University to provide a drug-free workplace and learning environment and, more specifically, to only permit the sale and/or use of alcoholic beverages on University Property, at University-Sponsored Events, or in conjunction with University activities in a manner that reasonably ensures the health and safety of participants, complies with applicable law, and meets the requirements of this policy.

Missouri Western State University expects the responsible use of alcohol at events that are hosted and/or attended by students, faculty, staff, or University guests. The possession, use, distribution, and sale of alcoholic beverages is prohibited upon the property of Missouri Western State University unless specifically authorized in accordance with this policy. Where such possession, use, distribution, and/or sale is authorized, strict compliance with requirements of this policy and the laws of the State of Missouri are required. No University funds or student fees may be used to purchase alcohol.

The University strives to promote a healthy and safe educational, professional, and residential community where alcohol does not interfere with individual performance, personal success, public safety, or the integrity of the learning environment. In every instance where alcohol is made available, the individuals and organizations involved are responsible for compliance with all applicable local, state, and federal laws, this policy, and other applicable University policies, procedures, and regulations.

#### **V. Procedures/Policy Details**

##### **A. General Provisions**

All members of the campus community and guests are expected to abide by federal, Missouri State Law, local laws, and University policies and procedures regarding the possession, consumption, use, production, or sale of alcohol. Students are also required to abide with the relevant sections of the Student Code of Conduct governing alcohol consumption, distribution, and possession. The unlawful use, possession, purchase, and/or distribution of alcoholic beverages is prohibited on the Missouri Western State University campus.

Under University policy and Missouri State Law, it is against the law to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is illegal for any person to misrepresent his or her own age or the age of any other person to obtain alcoholic beverages.

Individuals may not coerce, however subtly, another person to drink alcohol or to drink excessively. Intoxicated persons will not be served or permitted to consume alcohol on University Premises or at a University-Sponsored Event. Members of the University community are subject to disciplinary action if they violate this policy, and anyone may be subject to criminal citation for violating the law.

Regardless of the source of funding for the event or its location, the service of alcohol at a University-Sponsored Event should always be ancillary to the central subject of the event and should never be used as a mechanism to increase interest in or drive attendance to the event. Alcohol may not be served at student-sponsored events or events whose primary target audience is students.

No person may bring their own alcohol to drink or serve at a University event or activity, or carry or consume alcohol on University-owned sidewalks, streets, and parking lots, with the exception of tailgating activities on game days as separately permitted under this policy and the University's Tailgating Policy. Disruptive, destructive, threatening, harassing or other forms of adverse behavior related to the possession or consumption of alcoholic beverages will be subject to disciplinary action and/or civil enforcement. The University reserves the right to request assistance from local law enforcement authorities in such matters.

All University employees are prohibited from consuming alcohol or being under the influence of alcohol during work hours or in the workplace (except that it will not be a violation of this policy for an employee to engage in the responsible consumption of alcohol at approved University Events, provided that the use of alcohol has been permitted in these circumstances.) Under no circumstances may a University employee consume or be under the influence of alcohol while operating University vehicles or equipment. Failure to use alcohol responsibly may result in disciplinary action up to and including termination of employment.

## **B. University Facilities and Special Events**

The University has the authority to determine the time, place, quantities, and conditions under which alcoholic beverages are sold, served or consumed on University Premises, including the right to refuse to serve alcohol at any event or to any person. The service and sale of alcohol on University Premises and at University-Sponsored Events on or off campus must comply with Missouri law and the requirements of this policy. Alcohol is not permitted in classrooms, laboratories, residence halls, and/or offices at any time. Alcohol is also not permitted in Wilson Hall due to the location of the early childcare center.

There are a number of University facilities and buildings frequently available for the hosting of University special events, use by departments and divisions, or rental by outside groups and organizations. The following locations are designated as allowing the sale or service of alcoholic beverages, consistent with the applicable provisions of this policy:

- Blum Union
- Spratt Memorial Stadium (Stadium Club and Spratt Memorial Stadium Suites)
- M.O. Looney Fieldhouse

- Bill Snyder Pavilion
- Griffon Indoor Sports Complex
- Griffon End Zone
- Fulkerson Center
- Bradley Family Conference Room located in Houlne Center for Convergent Technology
- Drew Brown Art Gallery located in Potter Hall.
- Atrium located in Spratt Hall
- Christopher S. “Kit” Bond Science and Technology Incubator

The Office of the President may approve additional building and facility locations and may make exceptions to this policy at his or her discretion, provided the exception is in accordance with applicable state law.

### **C. Insured and Licensed Vendor(s)**

Any alcohol permitted for events or activities occurring on University Premises must be provided by the campus food and beverage service vendor, an authorized insured and licensed vendor, or by the third party contracted to provide such service at the Kansas City Chiefs Training Camp, which shall possess a valid liquor license or permit and shall adhere to all applicable laws and regulations concerning the sale, service, and use of alcohol. The authorized vendor(s) shall provide all trained personnel necessary for and have full control over dispensing alcohol at approved events. The authorized insured and licensed food and beverage service vendor will adhere to the following in its capacity as caterer:

- The University authorized food and beverage service vendor shall be responsible for the event’s compliance with federal, state, and local laws and ordinances related to the consumption of alcohol;
- Non-alcoholic beverages (in addition to water) shall be available to invitees during the entire event; and
- The University food and beverage service vendor shall serve food at the event.

The sale or use of alcohol is prohibited at any University Premises unless the venue or third-party vendor working within the venue possesses all service permits, insurance, and licenses required by the University and Missouri Division of Alcohol and Tobacco Control. If, at any time, a venue’s or third-party vendor’s required service permits, insurance, or licenses expire, are suspended, or are revoked, all sale and distribution of alcoholic beverages must immediately cease and shall not resume until the service permit, insurance, or license has been restored.

#### **1. Requests and Approvals for Alcoholic Beverages at University-Sponsored Events**

Requests for alcohol at University-Sponsored Events, whether on or off University Premises, must be in compliance with applicable local, state and federal laws and regulations, and in accordance with University policies and procedures. When the responsible use of alcoholic beverages at University-Sponsored Events is appropriate, such use must be consistent with the University’s mission, vision and responsibilities to all members of the University community.

University departments may be approved to serve beer and wine (no liquor or spirits) at University approved business-related events or activities, which have as their primary purpose one of the following:

- In connection with approved business-related events or activities that promote the teaching, research, or service mission of the University
- Establishing and maintaining effective communications and relationships with persons or organizations outside the University
- Facilitating effective communications and relationships with alumni, boards, advisory groups, and other members of the University community
- University fundraising
- Employee recognition

All requests to have alcohol (beer and wine only) at activities or events held on University Premises and/or at University-Sponsored Events regardless of location should be included on a Request to Use Alcoholic Beverages for review and approval a minimum of thirty (30) days in advance of the event's start date. The Vice President for Finance and Administration or authorized designee will assess whether the request to serve alcohol comports with University policy and whether any additional licensing or modifications to the event may be required. University departments are required to route the Request to Use Alcoholic Beverages form through their departmental supervisory chain for approval before submission of the completed form to the Vice President for Finance and Administration or authorized designee.

## 2. Requests and Approvals for Alcoholic Beverages on University Premises by Non-University Entities

Non-University or outside groups and organizations that reserve University facilities for special events through the University's Camps, Conferences, and Events coordinator may request that the event catering include the service of beer and wine (no liquor or spirits). Such catering may only be performed by the University's authorized food and beverage service vendor and/or other approved insured and licensed vendor(s). Requests for alcoholic beverage service will only be considered when access to the event is limited and can be carefully monitored for compliance with alcohol beverage laws and ordinances. At the University's sole discretion, groups or organizations will be required to purchase additional insurance coverage and/or to arrange through the University for additional supervision or security.

## 3. Insurance Requirements

Individuals and outside organizations may hold events at Missouri Western State University facilities provided they:

- Follow the campus protocol for reserving/space use;
- Enter into a facilities usage agreement; and
- Provide the evidence of insurance (Certificate of Insurance) for the event, General Liability of \$1,000,000/ per occurrence and \$3,000,000/aggregate. Other coverages,

including but not limited to liquor liability, may be required.

When alcoholic beverages will be offered at University-Sponsored Events and/or events and activities occurring on University Premises, the University shall require event liability insurance, including an alcohol rider. “Missouri Western State University” shall be named additional insureds for commercial general liability and liquor liability noted above. The certificate holder shall be:

Missouri Western State University  
4525 Downs Drive  
St. Joseph, Missouri 64507

The Certificate of Insurance must provide 30 days’ advance written notice for any modification, change, or cancellation of any component of the insurance coverage.

#### **D. University Procedures for Serving Alcoholic Beverages**

Whether occurring on or off University Premises, all University-Sponsored Events must adhere to the following:

- No alcohol, no matter what the funding source, may be served when the majority of attendees are less than 21 years of age.
- At all events, the event organizer needs to regulate entry into the event, ensure that alcoholic beverages are not carried out of the event, and facilitate the safety of individuals leaving the event.
- Consumption of alcohol will be confined to the designated public place that has been reserved and approved for the function. The area where alcohol is to be consumed must be clearly marked and controlled with monitored entrances/exits. Alcoholic beverages may not be carried or consumed outside rooms or areas designated for use by the sponsoring entity or individual.
- Alcohol may not be served after 10:00 p.m. and shall not be served for more than three hours during any single event.
- The service of alcohol shall cease at least one hour prior to the scheduled conclusion of the event, unless another end time for service has been specifically identified and approved.
- Any event at which alcohol is served must include non-alcoholic beverages, food, light snack, etc.
- When a University-Sponsored Event is off-campus, the sponsoring unit assumes responsibility for the event and must ensure that the service of alcoholic beverages is legal and complies with applicable portions of this policy.
- Students who are of legal drinking age may possess or consume alcohol at Missouri Western events in accordance with the applicable provisions outlined in this policy and state law.
- Open access kegs, party-balls, beer bong, or other similar common-source containers containing alcohol are not allowed.
- Drinking contests and/or games in any form are not allowed.

- Alcohol must be stored in a locked location before and after an event. After an event serving alcohol, best practice is to return unopened alcohol to the vendor for an expense credit.
- The consumption of alcoholic beverages should not be promoted as the primary event focus. Beverage company inflatables or other promotional items may not be used to promote an event.
- Sponsorship of the event includes responsibility for reasonable supervision during the event. Supervision includes appropriate ratio of staff to attendees and responsibility to notify proper authorities regarding violations of law, specifically possession or consumption by a minor, furnishing alcohol to minors or public drunkenness.
- The area used for an activity must be cleaned by users immediately following the event unless an alternative written arrangement has been made. This includes removal of all alcohol from the event space. The host organization is responsible for any damages or cleaning expenses.

## **E. Athletic Facilities and Tailgating**

### **1. Spratt Memorial Stadium Suites**

Alcoholic Beverages (beer/wine/liquor/spirits) are permitted within the suites. Suite Holders are solely responsible for the purchase of alcoholic beverages and the delivery of such to their respective suites. Suite Holders (or designee) must bring any alcohol to be consumed within their suite prior to game day. Suite Holders must contact Athletic Department representatives to make plans for dropping off alcohol. No one under the age of 21 is permitted to consume or possess alcohol. Verification of age of suite guests is the responsibility of each suite holder. Anyone possessing and/or consuming alcohol shall comply with request to show valid photo identification establishing that they are 21 years of age or older if requested by law enforcement, game security personnel or university official.

The sale of alcohol at any point within the suites is strictly prohibited and alcohol may not be shared between suites. Alcohol brought into the suites shall not be consumed outside of the suites and must remain in the suites except for the designated removal time. No one may possess or consume alcohol from any device or apparatus designed to consume beverages at a greater than normal rate of speed (including but not limited to funnels or beer bongs). Kegs and other common bulk containers are not allowed at any time in the suites.

All patrons must be in possession of a suite ticket or a game day suite access pass to access the suite level prior to and during the game. As a condition of being permitted to use a suite, each holder must agree that Missouri Western State University will bear no responsibility for loss of any alcohol the suite purchased or stored in the suite.

### **2. M.O. Looney Fieldhouse, Bill Snyder Pavilion, Griffon End Zone and Griffon Indoor Sports Center**

Alcoholic Beverages are permitted within the Bill Snyder Pavilion, Griffon End Zone and

Griffon Indoor Sports Center. The University's authorized insured and licensed food and beverage service vendor(s) shall be the exclusive caterer(s) for the service of alcohol at these locations and shall provide all personnel necessary for and have full control over dispensing alcohol at approved events. The University's authorized insured and licensed service vendor(s) will adhere to the following:

- The University insured and licensed food and beverage service vendor(s) shall be responsible for the event's compliance with federal, state, and local laws and ordinances related to the consumption of alcohol;
- Non-alcoholic beverages (in addition to water) and food shall be available to invitees during the entire event;
- No glass bottles or containers are permitted;
- Playing games that involve consumption of alcohol or use of alcohol-related paraphernalia are prohibited, including but not limited to beer pong, flip cup, shot gunning, etc.;
- Open-source containers (i.e., well drinks, kegs, etc.) are prohibited;
- Alcohol is not to be taken outside the marked area; and
- Public intoxication is prohibited.

### 3. Concessions at Athletic Facilities

Sales of alcoholic beverages (beer and wine only) at intercollegiate athletic competitions are only permitted in accordance with the following provisions:

- Sales of alcohol shall be conducted solely by the University food and beverage service vendor and/or other contracted vendor(s).
- The sale of alcohol at intercollegiate athletic competitions must be conducted under the liquor control permits held by the contracted third-party concessions vendor.
- All sales and consumption of alcohol shall be lawful.
- Non-alcoholic beverages and food shall be available when alcohol is sold.
- Alcoholic beverages will only be served to customers in cups; no cans or bottles will be sold.
- To purchase alcoholic beverages, customers must have valid state identification with photograph and date of birth.
- Individual customers with valid identification may purchase only two alcoholic beverages per transaction.
- No alcohol may be sold to persons who appear visibly intoxicated.
- Persons attending intercollegiate athletic events are not permitted to bring alcoholic beverages from outside.
- Sales of alcoholic beverages must end before the completion of the competition. For football games, sales must end at the conclusion of the third quarter. For basketball games, the sale of alcohol must end when ten (10) minutes are left on the game clock. The Athletic Director in conjunction with the President shall determine the point of time during the event at which sales of alcoholic beverages conclude in intercollegiate athletic competitions other than football and basketball.



- Missouri Western State University reserves the right to refuse the sale of alcoholic beverages.

#### 4. Tailgating

Tailgating is permitted in designated event parking areas in association with Intercollegiate Athletics sporting events. Any sale or use of alcoholic beverages related to “tailgating” activities will be allowed only in designated areas. University employees who violate this policy or state or local laws governing alcoholic beverage sale or consumption are subject to discipline.

Students or student organizations that violate this policy or state or local laws governing alcoholic beverages sale or consumption may be referred to the Dean of Students.

The University reserves the right to determine what behavior is acceptable and unacceptable on its private property. University Policy Department officers and other university officials are authorized to enforce university policies and may, at their discretion, restrict or prohibit access to university property. Individuals or groups who do not comply with this policy or relevant laws may have their campus tailgating privileges revoked by the appropriate University officials and may be removed from University property, among other possible remedies. Refer to the University’s [Tailgate Policy](#) for additional details.

#### **F. Drug Free Schools and Communities Act**

In compliance with the Drug Free Schools and Communities Act Amendments of 1989, a bi-annual assessment of the University’s alcohol and drug-free policies and education and prevention programs shall be conducted, and shall make recommendations to the President and Vice Presidents to enhance these as indicated. For additional information regarding the University’s compliance with the Drug Free Schools and Communities Act Amendments of 1989, please refer to the University’s [Drug Policy](#).

#### **G. Revocation of Privilege.**

Any person or unit that has demonstrated a repeated pattern of non-compliance may have their alcohol service privileges revoked.

#### **H. Additional Precautions May Be Required**

The University reserves the right to require additional precautions for any event where alcohol will be used, such as the use of trained persons to dispense alcoholic beverages, greater limitations on time of service or staffing an event with appropriate security. Any additional costs associated with these additional resources will be borne by the sponsor or host.

#### **I. Disclaimer**

The University assumes no responsibility for any liability of any nature arising from the use, possession, distribution and/or sale of alcoholic beverages on University Property or at any

University-Sponsored Event pursuant to any permission for such use, possession, distribution and/or sale granted by the University under this policy. Any person not in the course of their University employment receiving permission or approval under this policy to use, possess, receive, distribute or sell alcoholic beverages on University Property or at any University-Sponsored Event shall indemnify and hold harmless the University from any liability, damage or claim, including counsel fees, arising from such use, possession, distribution, receipt, and/or sale, pursuant to a written agreement in form and substance satisfactory to the University.

### Policy History

*Originally Adopted 4/29/2008*

*Original Locations where alcohol could be served: Fulkerson Center, Room 214-216 (Enright Room) of Spratt Hall or the Christopher S. "Kit" Bond Science and Technology Incubator.*

*Amended to allow the serving of alcohol in food court tent and in Chiefs' VIP hospitality areas at special events and at practices during the Kansas Chiefs' Summer Training Camp (6/24/2010)*

*Amended to allow the serving of alcohol in the Griffon Indoor Sports Complex (8/26/2010)*

*Amended to allow the serving of alcohol on campus except the residence halls (9/26/2012)*

*Amended to allow for consumption of alcohol in lots I, H and J on Griffon football game days. (9/26/2013)*

*Amended to allow for consumption of alcohol in Skyboxes at Spratt Stadium. (2/25/16)*