

College Procedure: 310.1 – Alcohol Sales and Service
Policy Reference: 310 – Use of Alcohol
Responsible Department: Finance
Approval Authority: Cabinet
Procedure Owner: Vice President, Finance
Effective Date: 06/23/2020

Version Number: 1
Legal Counsel Reviewed (yes/no): No
Legal Reference(s):
Scope: College-wide

Reason for Procedure

This procedure is to govern the sale and service of alcoholic beverages on and off campus under the direction and control of The Hotel at Kirkwood Center.

The Procedure

All sales and service will be within the limits set forth in the alcoholic beverages license.

All sales service will be in accordance with the rules and regulations of the College.

The Hotel at Kirkwood Center maintains the license for the sale and service of alcohol on behalf of Kirkwood Community College. The Hotel must sell, serve and cater all alcohol unless other approval and licensing is granted by the President (or designee).

For alcohol, service that takes place outside of The Hotel at Kirkwood Center the following procedures should be followed:

Kirkwood-related event held on Main Campus

Alcohol service must be provided by The Hotel at Kirkwood

The Hotel Liquor license extends to cover events on main campus

Kirkwood-related events held at Regional Centers

Catering service **MUST** be provided by The Hotel at Kirkwood Center.

If the event does not meet the catering criteria, an additional license or permit is needed

Kirkwood-related event held off Kirkwood property

Catering service [food and beverage] is secured through the off-site venue and they must have the appropriate alcohol license. *No alcohol license is needed by KCC.*

If the event is outside of main campus and catered by The Hotel at Kirkwood but doesn't meet the catering requirements listed above or is catered by someone outside of KCC without an alcohol license, a short-term alcohol license must be obtained from the city the event is held in. An online application and paperwork must be completed at a minimum of 45-days prior to the event to secure the appropriate city approvals for the license.

Notify Director, Risk Transfer, of any alcohol-related events connected to Kirkwood to insure we are properly covered by insurance and licensing.

References

- Use of Alcohol Policy 310 – Kirkwood Community College
- Iowa Code 123.49, subsection 2, paragraph d, Code Supplement 2011
 - Mixed drinks or cocktails not for immediate consumption
- Iowa Code [123.95 Premises must be licensed, exception as to conventions and social gatherings](#)

Definitions

Term	Definition
Catering Services	<i>Event is open to the public; there is no charge for alcohol, beer and wine only and food must also be served.</i>
Term 2	
Term 3	
Term 4	

Revision Log

Version	Date	Approved by	Brief Description of Change
1	08/18/2020	Cabinet	Approve new procedure