

**WASHBURN UNIVERSITY OF TOPEKA  
APPLICATION FOR APPROVAL  
TO SERVE ALCOHOLIC LIQUOR/CEREAL MALT BEVERAGES**

This application must be submitted to Chartwells, Washburn University, 1700 SW College Ave, Topeka, KS 66621 at least 15 days prior to the event.

See Second Page for University Policy and Procedures

\_\_\_\_\_  
Name of Event

\_\_\_\_\_  
Event Date

\_\_\_\_\_  
Start & End Times

\_\_\_\_\_  
Event Place

\_\_\_\_\_  
Expected Attendance

**Host Information:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Daytime Telephone Number

**Alcohol/Cereal Malt Beverage Provider Information:**

Chartwells PFM Kansas, Inc (Licensed by Kansas ABC)  
WU Catering Services, 1700 SW College, Topeka, KS 66621  
(785) 670-2221

**Type of Alcohol:**

Beer

Wines

Liquor

**Alcohol Payment:**

Cash Bar

Part of Event Ticket Cost

Provided by Host

This will certify that I have read the Washburn University "Alcoholic Liquor/Cereal Malt Beverage Policy" and, further, that I agree that I shall comply in all respects with the policy, and the laws of the State of Kansas and the City of Topeka governing alcoholic liquor and cereal malt beverage.

\_\_\_\_\_  
Host Signature

\_\_\_\_\_  
Date

Approved

Disapproved

\_\_\_\_\_  
Area Head Signature

\_\_\_\_\_  
Date

Approved

Disapproved

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date

**Originator sends completed form to President's Office. After President's signature, distribution to Chartwells, Washburn Police, and Originator.**

## ALCOHOLIC LIQUOR/CEREAL MALT BEVERAGE POLICY

**8.1 Purpose.** To set forth regulations and procedures governing the selling, serving, and consumption of alcoholic liquor and cereal malt beverages on University owned or controlled property.

**8.2 Prohibited.** Except as authorized by the Board herein, the possession and consumption of alcoholic liquor and cereal malt beverages is prohibited.

**8.3 Definitions.** The following definitions apply to these regulations and procedures.

**8.3.1 “Alcoholic Liquor”** means alcohol, spirits, wine, beer, and every liquid or solid, patented or not, containing alcohol, spirits, wine, or beer and capable of being consumed as a beverage by a human being, but shall not include, any cereal malt beverage.

**8.3.2 “Cereal Malt Beverage”** means any fermented, but undistilled liquor brewed or made from malt or from a mixture of malt or malt substitute, but does not include any such liquor which is more than 3.2% alcohol by weight.

**8.3.3 “Event”** means a prearranged function not advertised to the general public and limited in attendance to members of the sponsoring individual and the sponsor’s guests.

**8.3.4 “Guest”** means the spouse of the person sponsoring the event, individuals invited to attend such event by the sponsor, or, in the event an event is sponsored by an organization, invited personal friends of a member of the organization sponsoring such event.

**8.3.5 “Member”** means an individual belonging to a sponsoring organization.

**8.3.6 “Sale”** means any transfer, exchange, or barter in any manner or by any means whatsoever for a consideration and includes all sales made by any individual, whether principal, proprietor, agent, servant or Employee.

**8.3.7 “Sponsoring Organization”** means a corporation, association or legal entity sponsoring an event.

### 8.4 Exceptions.

**8.4.1 Alcoholic liquor and cereal malt beverages may be served and/or consumed:**

- At an event occurring in or on the non-classroom instruction areas or grounds adjacent to non-classroom instruction areas or other areas designated in these regulations;
- With approval of the President obtained at least 15 days in advance of the event date; and,
- When the alcoholic liquor/cereal malt beverage is furnished by the University’s dining services provider.

**8.4.2 For University approved tailgating during University home athletic game days,** the alcoholic liquor and/or cereal malt beverages may be provided by the tailgaters. Such beverages shall be in non-breakable containers for personal consumption of members of the tailgaters’ party only.

**8.5 Designated Areas.** Alcoholic liquor and cereal malt beverages may be served and/or consumed at an event only in or on the areas listed in the Washburn University Policies, Regulations, and Procedures Manual. See Section A.8.5 for the list.

**8.6 Serving Alcoholic Liquor and Cereal Malt Beverage.** The individual/sponsoring organization shall:

- Ensure that alcoholic liquor or cereal malt beverages shall be served in compliance with applicable state and local laws;
- Have appropriate procedures to limit serving and consumption of alcoholic liquor and cereal malt beverages to individuals 21 years of age or older; and,
- Have appropriate procedures for removal or disposal of alcoholic liquor and cereal malt beverages immediately following the sanctioned function.

**8.6.1 All alcoholic liquor and cereal malt beverage service must be provided by** the University’s dining services provider except as provided in 8.4.2 above.

**8.6.2 All events with alcoholic liquor and cereal malt beverage service must** include the availability of non-alcoholic beverage(s).

**8.6.3 The individual/sponsoring organization shall ensure** individuals in attendance at an event shall not carry alcoholic liquor and/or cereal malt beverages outside the area in which they are being served.

**8.6.4 When alcoholic liquor and/or cereal malt beverages are being served, except for** tailgating activities as provided in 8.4.2, special signage is required. As a special service University Scheduling shall:

- Request the designated outdoor area be physically marked with a temporary enclosure and signage restricting the possession and consumption of alcoholic liquor or cereal malt beverage within the space so marked; and,
- Coordinate with the University’s dining services provider to provide signage for use in buildings restricting the possession and consumption of alcoholic liquor and cereal malt beverage to the room(s) for which permission has been granted.

**8.6.5 If deemed to be in its best interest, the University or its provider shall,** without penalty:

- Refuse service of alcoholic beverages to an individual; or,
- Discontinue service of alcoholic beverages at a function.