

Category
Approval

Series 1100: School-Community Relations

Effective	Administration	Board
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8/24/26	2030	

FACILITY USAGE - POSSESSION, USE AND DISTRIBUTION OF ALCOHOL

MTC 1143

Introduction

The Mitchell Technical College (MTC) receives requests from a variety of groups for the use of the buildings and grounds of the College. Some of these groups have direct ties to the College, some have ties due to the use of the facilities for training, and others have ties via partnerships and other relationships, i.e., the Chamber of Commerce, Economic Development, and area businesses. Sometimes these requests include the serving of food and beverages. On occasion the beverage request is for alcohol.

While MTC is well-known for its Culinary Arts program and actively seeks to promote it, the College does not engage in the serving of food in the College or in the community unless there is a tie to MTC and/or there is a benefit to the Culinary Arts program or College in terms of instruction and promotion. When possible, the College uses the services of food vendors in the community. Alcohol is not currently served on the MTC campuses except for as provided for below.

Policy Intent

It is the intent of this policy to set up guidelines for the possession, use, and distribution of alcohol when requested for those events and activities held on the Mitchell Technical College's campuses controlled by the Mitchell School Board. The intent is to accommodate groups, like, but not limited to: the MTC Alumni Association, the MTC Foundation, MTC Advisory Boards, and others who use the facilities and have either a direct tie to the College or are using the College for training and a social event is desired that is incidental to the training. These events are known as "closed events" – invitational events at which the majority of guests are 21 years of age and older.

No possession, use, or distribution of alcohol is permitted on premises controlled by the Board of Education **except as provided in this policy**. Possession, use, or distribution of alcoholic beverages in a lawful manner is permitted on premises controlled by the Mitchell School Board which have been designated by the President of Mitchell Technical College as places where such possession, use, and distribution may be granted, subject to such conditions as the President may also prescribe.

Alcoholic beverages are not permitted on premises controlled by the Board of Education at any student-sponsored program, activity, or event including College-recognized clubs and organizations and the Student Representative Board.

Closed Events – Serving alcoholic beverages

Closed events must adhere to the following guidelines:

1. Applications for an event on Mitchell Technical College's premises must be in writing and submitted to the President.
2. The event must have an authorized person 21 years of age and older from the group who is to be in charge of the event. This person's name must be noted on the facilities reservation form filed with the MTC Events Coordinator.
3. The event must be by written invitation or notice only.
4. A procedure must be in place to identify individuals under the age of 21, i.e., wrist bands for those 21 years of age and older.
5. Alcoholic beverages include only wine or beer. No kegs are allowed.
6. Non-alcoholic beverages must be available.
7. The sponsoring organization and authorized person have the responsibility to ensure compliance with all legal requirements.
8. Signs must be prominently displayed that state:
 - a. Alternative beverages are available.
 - b. It is illegal for persons under the age of 21 to procure or consume an alcoholic beverage.
 - c. It is illegal for persons to procure an alcoholic beverage for anyone under the age of 21.
9. Prominently displayed signs must include messages encouraging responsible alcohol consumption, discouraging impaired driving, and promoting the use of designated drivers and/or carpooling.
10. Hold Harmless – Individuals/groups using MTC premises agree to indemnify and hold the Mitchell School District, its officers, and its employees harmless from any and all liability for loss, injury, and damages to any person or persons or property that may be sustained by reason of occupancy and use of the MTC premises.

Authorization

Authorization must conform to the following:

1. The event must be monitored to prevent consumption by a person not of legal age.
2. Possession, use, and distribution of alcohol must be in connection with a substantive event at which alcohol is not the primary focus.
3. Food and non-alcoholic beverages must be available.
4. An event will not be allowed when MTC does not think it is appropriate. This includes the time of the event as well as the other school activities or events on campus that are concurrent with the event.

Marketing Guidelines

1. In all advertising, no reference to alcohol is permitted. Suggested wording is: drinks or drink specials.
2. Advertising free drinks or 2-for-1 or other multiple-drink specials is prohibited.
3. Advertising of competitive drinking games is prohibited.
4. In on-campus advertising, including posters, banners, and table tents, reference to drinks must be in smaller print than the print size for the event advertised.
5. Availability of food and non-alcoholic beverages must be prominently displayed in the advertising.

Risk Management Practices

1. Usage of and consumption of alcohol must be in connection with an event.

2. Possession, use, or distribution of alcohol by persons under age 21 is prohibited. A system must be implemented to ensure that alcohol is not available to under-age persons or to persons who appear to be intoxicated.
3. Access to the event must be controlled.
4. Possession, use, or distribution of alcohol must be permitted only within designated and monitored areas for the event.
5. Reasonable amounts of food and non-alcoholic beverages must be served for the duration of the event.
6. Possession, use, or distribution of alcohol must not exceed the duration of the event.
7. Competitive alcohol consumption games are prohibited.

5/9/22 – Responsible personnel updated to align with MTC's organizational structure.

8/24/26 – Removed reference to the Mitchell Area Technical Educators, which is no longer in operation. Added a requirement for event signage that convey responsible-use messages.