



## Alcohol Service at Events Procedures KU Edwards Campus and Locations

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The sale and service of alcohol on all University of Kansas (KU) campuses and locations must be in accordance with [KU's Alcohol Service at Events policy](#), as well as all applicable laws and regulations. The below procedures provide specific guidance for KU Edwards campus and locations only.

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**Campus Designee** - individual(s) designated by the Chancellor to approve and restrict the sale and service of alcohol at respective KU campuses and locations.

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Office of the Vice Chancellor  
Regnier Hall  
12600 Quivira Road  
Overland Park, KS 66213  
913-897-8400

### Campus Contacts

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### Submitting a Request

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Alcohol may be served at events once prior approval has been granted. An [Alcohol Service Request Form](#) for the KU Edwards Campus must be completed by the requester and subsequently approved by the Vice Chancellor for the Edwards Campus at least two (2) weeks prior to the date of the event.

### Venues

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The sale and service of alcohol is currently permitted for approved events at the following venues. Alcohol may be served at other locations upon approval by the campus designee.

- Regnier Hall 170 Administrative Suite
- Regnier Hall lobby
- Regnier Hall 2<sup>nd</sup> floor mezzanine
- Regnier Hall Executive Conference Room, 369
- Regnier Hall 3<sup>rd</sup> floor lobby
- Outdoor Quad area
- Regents Center Hawks Nest
- Regents Center lobby
- BEST Conference Center
- BEST Conference Center lobby
- BEST East lobby
- BEST 2<sup>nd</sup> floor lobby
- BEST Seminar Room, 280
- BEST 3<sup>rd</sup> floor lobby
- BEST Executive Conference Room, 315

## **Other Information and Restrictions**

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The KU Edwards event coordinator will provide a copy of [KU's Alcohol Service at Events policy](#) prior to event for clients considering bar service for event.

Alcoholic beverages at Edwards Campus events must be purchased and served from an external caterer licensed to serve alcohol. A list of approved caterers will be provided by the Edwards Campus events team.

Non-alcoholic beverages and food are required to be served at all events serving alcohol.

An events team member will be present at an event while alcoholic beverages are being served.

Alcoholic beverages can only be served to attendees of the event.

All alcohol shall be removed by the caterer at the conclusion of each event; it cannot remain at the event location.