1. We are planning an Event at a restaurant that has a liquor license. Do we need to contact Risk Management and follow the risk assessment guidelines? No, the restaurant is responsible for following the liquor license requirements. You still need to follow official function requirements.

2. We are planning an Event to be held on campus that will include a cash bar. How do we apply for a special event permit? Complete the official function form (OF) and route to the applicable Officer for approval. Send the completed OF and supporting documentation with Officer approval to Risk Management. After Risk Management approves, send the OF to the Finance Office to the attention of the Deputy Controller. The Deputy Controller will coordinate the special event permit process which may take up to 90 days.

3. My department is having a Private Event at the Chair’s residence where alcohol is donated, but the University is paying for the food. Does the activity fall under the Alcohol policy? Yes, this is a University sponsored event; an Event is sponsored by the University if any part of the cost of the Event is paid for using University funds. Therefore, pre-approval must be obtained from the applicable Officer, and all requirements of the Alcohol policy including the Risk Assessment and Guidelines must be followed.

4. If my department is hosting a conference on campus for a select group of members belonging to a national organization, is a special event permit required if the conference registration fees allow the attendance to a social hour where food and drinks are provided? No, a special event permit is not required as long as the conference materials clearly state the registration fees includes a social hour with food and alcoholic beverages. However, a cash bar at a conference would require a special event permit.

5. My department is having a Private Event. We wish to charge an admission fee to cover the alcohol only, as the food costs will be covered by University funds. Is a special event permit required? No, as long as the admission charge is uniform regardless of consumption.

6. My department is having an Event to which we will invite all the alumni and potential donors on our listserv. Alcohol will be served, no charge will be assessed to attendees, and the venue is not a licensed premise. Do we need a special event
permit? Yes. Alcohol may not be served or sold in this scenario unless a special event permit is obtained. This does not meet the definition of Private Event.

7. Our department wants to have a Private Event on campus. Is it ok to have one of the faculty members purchase the food, alcohol, and soft drinks and then be reimbursed with the admission fee charged to attendees? No, this is not allowable. There are only two situations where an admission fee may be collected for a Private Event, an official University fundraising event or a conference. Expenses for these two types of events must be paid directly from an allowable University SpeedType. Remember that admission fees collected for a fundraising event must be deposited to a specially designated gift fund SpeedType that has been pre-approved by the CU System Controller’s Office, while admission fees for a conference must be deposited to an Auxiliary fund conference SpeedType.

8. Our department is going to have a Private Event where a $25 dollar admission charge will be assessed to all attendees to cover the cost of food and alcohol. May my departmental SpeedType initially purchase the food and alcohol for the Private Event? The plan is to subsequently reimburse the SpeedType from the admission fees collected. Is this allowed? No. – There are only two situations where an admission fee may be collected for a Private Event, an official University fundraising event or a conference. If the Event is not being held for one of those two purposes, this is not allowed. Remember that admission fees collected for a fundraising event must be deposited to a specially designated gift fund speed-type that has been pre-approved by the CU System Controller’s Office. While admission fees for a conference must be deposited to an Auxiliary fund conference speed-type.

9. Our department has a monthly meeting where alcohol and food are provided with no University funds. Do we need to get pre-approval? Yes, the activity falls under the alcohol policy and requires the completion of the Official Function form. The department must obtain pre-approval from the applicable Officer and Risk Management to have alcohol on campus during a meeting.

10. My department is planning a fundraising event that will include alcohol dispensed via a cash bar. Do we need to obtain a special event permit? Yes, unless it is held at a licensed premise.

11. Do I need preapproval for a recruitment/guest meal including alcohol? Yes, you need to follow your school/college pre-approval processes to ensure this official function is allowable; however officer approval will happen in Concur after the fact. Also, the department must have an available gift fund containing a “Y” attribute designating the gift allows for the purchase of alcohol; no other funding sources are permitted. Remember, when recording this transaction in the Expense System be sure to use expense type “Official Function with Alcohol” to ensure proper documentation of the business purpose and attendees is provided, and to ensure
proper approval routing. Additionally, you are required to follow the Tests of Propriety policy by ensuring a particular transaction is a proper use of University funds and to limit attendance including that of immediate family members.

12. What account code or expense type should I use. Use account 550102 Official Function with Alcohol.

13. If my department does not have any alcohol funds, may I donate funds for such cause through the CU Foundation and control the resulting SpeedType? No, by IRS rules, a person cannot make a tax-deductible contribution and control the funds; therefore control of the SpeedType would have to pass to someone outside the donor’s line of authority, such as the departmental chair or higher supervisory authority.

13. We are hosting an event with a non-profit organization. Can that organization apply for and obtain a Special Event Permit for the event or does the University have to obtain it? Yes, the non-profit organization may seek the Special Event Permit for the event and that would be preferable.

14. Can we sell drink tickets that can be exchanged for drinks at our event? Yes, if you have a Special Event Permit for the Event or the Event is taking place at a licensed premise.

15. Can the members of my lab consume alcoholic beverages on Friday afternoons in the lab? No, the policy prohibits consuming alcohol on University property unless it is at a preapproved event by the applicable campus Officer of the unit.