



Campus Administrative Policy

Policy Title: Alcohol Service

Policy Number: 3050 Functional Area: **General Administration**

Effective: July 1, 2016
Date Last Amended/Reviewed: July 1, 2016
Date Scheduled for Review: July 1, 2023
Supersedes: Alcohol Service, April 1, 2012

Approved by: Chancellor Donald J. Elliman, Jr., CU Anschutz Medical Campus
Chancellor Dorothy Horrell, CU Denver

Prepared by: Senior Vice Chancellor for Administration and Finance
Reviewing Office: Provost and Executive Vice Chancellor for Academic and Student Affairs

Responsible Officer: Executive Vice Chancellor for Administration and Finance
Executive Vice Chancellor for Administration and Finance

Applies to: University of Colorado Anschutz Medical Campus
University of Colorado Denver

A. INTRODUCTION

1. Purpose

The purpose of this policy is to set forth the policy and process regarding serving or selling alcohol on University Property or at University Events. The consumption of alcoholic beverages on the Auraria Campus is governed by the Auraria Higher Education Center’s (AHEC) administrative policies. The service and sale of Alcohol on AHEC property must comply with AHEC polices, in addition to this policy.

2. Applicability

This policy applies to all University of Colorado Denver | Anschutz Medical Campus departments, units, faculty, staff, students, external entities, and individuals serving or selling Alcohol on University property or at a University Event. It is the responsibility of all those to whom this policy applies to ensure compliance with this policy.

3. Definitions

- a) Alcohol - means any alcoholic beverage, including beer or other malt beverage, wine, or liquor.
- b) Event - means a conference, fundraising event, meeting or any other gathering (formal or informal) located on or off University Property (including private residences) in which part of the cost of the Event is paid for using University funds.
- c) Event Manager – means a University faculty or staff member who is responsible for the management of the Event and compliance with University policies. This person is required to be present for the entire Event. Students and student-workers are not permitted to be an Event Manager.
- d) Licensed Premise – means a specific location where the sale and service of Alcohol for consumption on the location has been authorized under Colorado Law. Currently, the only Licensed Premises on the University campus are the following:
 - i. Tivoli on the Auraria Campus
 - ii. Qdoba in the Student Commons Building on the Auraria Campus
 - iii. Liniger Building at CU South Denver
- e) Officer – means an individual who holds the title of chancellor, vice chancellor, associate vice chancellors, associate university counsel, or Deans of a school, or college.
- f) Private Event – means an Event that is not open or advertised to the general public. A Private Event must satisfy all of the following criteria: invitations must be sent to specific individuals; a mechanism for identifying invited guests must be present at the entrance to the event; the Event cannot be advertised as being open to the public; there may not be a charge or fee for the Alcohol. If there is an admission fee or other charge, required to be paid as a condition to entry or participation in the Private Event, the fee or charge must be uniform for each guest whether or not the guest consumes Alcohol.
- g) Sale of Alcohol – means Alcohol that is served or delivered in exchange for value. Sale of Alcohol includes Alcohol that is exchanged for money, tickets or other payment (i.e. a cash bar), payment made to attend an Event where Alcohol is served and payment is not a voluntary donation, or the pooling or collection of funds to purchase Alcohol.
- h) Special Event Permit – means a permit issued by the Colorado Department of Revenue, Liquor Enforcement Division, and obtained pursuant to CRS § 12-48-101 et seq. which authorizes the sale and service of Alcohol at the specific location for a specific date and time. The University may be granted a total of 15 Special Event Permits per calendar year.
- i) University Property – means any property that is owned, leased or licensed by the Regents or the State of Colorado on behalf of The University of Colorado Denver | Anschutz Medical Campus. This includes all spaces within any

building, outdoor areas (landscaped or unimproved), parking lots, parking structures, and any other areas controlled by the University.

- j) University Funds – means any monies managed through University systems, regardless of the fund to which the money is allocated.

B. PERMISSIBLE SERVICE OF ALCOHOL

1. Alcohol may only be served or sold in accordance with University policy, and applicable state, municipal, and federal laws and regulations.
2. Alcohol may only be served at a Private Event or an Event that has obtained a Special Event Permit. Alcohol may also be sold or served at an Event that takes place at a Licensed Premise. Alcohol sold or served at the Campus Village Housing Residence is subject to the rules and regulations set forth in the Campus Village Handbook and lease with respect to alcohol consumption on those premises.
3. Students may not attend Events in which Alcohol is served or sold unless attendance is pre-approved by the Vice Chancellor for Student Affairs in consultation with the Dean of the school or college hosting the Event.
4. Alcohol may not be served at undergraduate or graduate student recruitment events unless pre-approved by the Provost in consultation with the Dean of the college or school hosting the event. Alcohol may not be served at medical student, medical resident, or medical fellow events unless pre-approved by the Vice Chancellor for Health Affairs/Dean of the School of Medicine.
5. An Event Manager is required to be present at all times during Events where Alcohol is served and is responsible for ensuring compliance with this policy. If the Event is held by a student organization, the student organization's advisor (faculty or staff) must be present for the duration of the Event. This applies to any Event held on University Property or at a Licensed Premise.

C. SCHEDULING AN EVENT WHERE ALCOHOL WILL BE SERVED

1. The Event with Alcohol Authorization form must be completed and approved prior to serving or selling Alcohol at University Events. The Event with Alcohol Approval Form is not required for Events that take place at Licensed Premises in which University funds are not used to pay for any part of the Event. In addition, the Event with Alcohol Authorization form is not required for the following Events held at Licensed Premises in which less than twelve (12) attendees are present: faculty and staff recruitment dinners, business guest dinners, or speaker dinners.
2. If the Event requires a Special Event Permit, the process set forth in Section E., below, must be followed.
3. External entities and individuals must also follow the rules outlined in the University of Colorado Denver | Anschutz Medical Campus Administrative Policy Statement titled "[Facilities Use by External Entities](#)".

4. Facilities on University Property must be reserved in advance with the appropriate campus office responsible for scheduling the space. When the space is reserved, the individual making the request must include notice that Alcohol will be sold or served at the Event.

D. GENERAL REQUIREMENTS FOR AN EVENT WHERE ALCOHOL IS SERVED

1. The area where Alcohol is served must be clearly defined and marked using readily identifiable barriers such as fencing and/or built in boundaries.
2. For outdoor Events, fencing/barriers must comply with building and fire codes.
3. Signs must be posted at every Event entrance and exit stating:
 - a. Private Event (if applicable)
 - b. No alcohol beyond this point
 - c. No one under 21 shall be served
4. Self-service of alcohol is prohibited. Persons attending the Event may not pour their own Alcohol or be given direct access to coolers, kegs, bottles or containers containing Alcohol.
5. Servers of Alcohol at Events must:
 - a. Be trained to serve Alcohol (TIPS training or the equivalent)
 - b. Be 21 years of age or older
 - c. Not serve Alcohol to anyone who is visibly intoxicated
 - d. Not consume Alcohol during the Event
6. Non-alcoholic beverages and food must be available during the Event.
7. No one under 21 years of age may consume Alcohol at the Event.

E. SPECIAL EVENT PERMITS

1. An application for a Campus Special Event Permit may only be submitted by a Dean or Vice Chancellor, as appropriate, to the Campus Controller or Controller's designee.
2. The Event Coordinator must have completed the Alcohol Authorization Form and obtained all required approvals for the Event at the time the application is submitted. The completed Alcohol Authorization Form showing all approvals and including all attachments must be included with the application for a Campus Special Event Permit.

3. Factors that will be considered in determining whether to grant the application include, but are not limited to, the following:
 - a. The benefit to the campus from the event.
 - b. The efforts of the Event Coordinator to make alternate arrangements to permit the service of Alcohol at the event, including efforts to arrange for an outside not-for –profit entity to apply for the Special Event Permit.
 - c. The potential risk/liability to the University of the event
 - d. Any other applications that have been submitted or approved.
4. The Chancellor or designee shall determine whether to approve the application for the Campus Special Event Permit. Once approved the application will be forwarded to the State for approval.
5. Recurring events must submit a new Campus Special Event Permit application each year and obtain approval for the event. Approval of an application for one year does not guarantee that future applications will be approved.

F. ROLES AND RESPONSIBILITIES

1. Campus Department/Unit
 - a. Identify and assign an Event Manager.
 - b. Review guidelines and risk assessment requirements and seek guidance from campus Risk Management and Police if needed.
 - c. Contact the appropriate campus office to reserve Event space (e.g. Educational Support Services).
 - d. Complete the Event with Alcohol Authorization Form, attach supporting documentation, and forward it the applicable Officer for approval.
 - e. If required for Procurement Service Center Purposes, complete and attach the Official Function form with the Event with Alcohol Authorization Form.
 - f. Retain copy of approval form and attach to any related financial transactions.
2. Officer
 - a. Review and approve the Event with Alcohol Authorization Form, if appropriate.
 - b. Forward the Event with Alcohol Authorization Form to the campus Controller, or Controller’s designee.
3. Controller or Controller’s Designee
 - a. Review the Event with Alcohol Authorization Form to ensure compliance with University policies.
 - b. Discuss any risk, legal, or security issues with Alcohol Advisory Group.
 - c. Discuss any areas of concern with the Event Manger, or if appropriate, approve and return the form to the department/unit.

- d. For Events that request a Special Event Permit, coordinate approval by the Chancellor and forward the application to the City.

Notes

1. Dates of official enactment and amendments:

July 1, 2010: Adopted by the Chancellor

April 1, 2012: Amended

July 1, 2016: Amended

2. History:

January 29, 2019: Modified to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.

3. Initial Policy Effective Date: July 1, 2010

4. Cross References/Appendix:

- [Regent Policy 3.A.2](#)
- [Administrative Policy Statement - Alcoholic Beverages Purchased for University Events](#)
- [Procurement Procedural Statement - Alcoholic Beverages Purchased for University Events](#)
- [University Risk Management Events with Alcohol Guidelines and Risk Assessment http://www.cu.edu/risk/events-alcohol.](#)
- [Procurement Procedural Statement – Official Functions](#)
- [Alcohol FAQ](#)
- [Events With Alcohol Form \(accessible through Internet Explorer\)](#)
[http://www.ucdenver.edu/about/departments/finance/Documents/FinanceFiles/EventwithAlcoholAuthorizationForm_2018.pdf.](http://www.ucdenver.edu/about/departments/finance/Documents/FinanceFiles/EventwithAlcoholAuthorizationForm_2018.pdf)