



## Events with Alcohol Guidelines and Risk Assessment

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### PURPOSE

The University of Colorado (“University”) recognizes that serving alcohol at events may be allowed with proper approvals. Well-planned and managed events can decrease the risk of alcohol-related incidents. While referring to requirements of existing University policies, this guideline is intended as a tool to be used in the course of planning for events with alcohol.

### SCOPE

This document applies to sponsored events by the University and its affiliated groups, both on and off campus. It also applies to non-University groups requesting use of University facilities for events where alcohol may be served.

### LAWS AND POLICIES

Alcohol events are governed by the laws of the state, city and county of the event. State and local permit regulations may apply to events on public property. Alcohol events must meet the Private Event or Special Event Permit requirements pursuant to CRS §12-48-101 et seq. University and campus policies apply to drug, alcohol and substance abuse as well as the sale, service and purchase of alcohol.

### ALCOHOL-RELATED POLICIES

Administrative Policy Statements and Procurement Service Center Procedural Statements provide parameters and procedures for purchase of alcoholic beverages for university events.

Administrative Policy Statements found on University of Colorado Office of Policy & Efficiency website ([www.cu.edu/ope](http://www.cu.edu/ope))

- [APS 4018 - Alcoholic Beverages Purchased for University Events](#)
- [APS 4015 - Propriety of Expenses](#)
- [APS 7001 - Facilities Use by Non-University Groups – Insurance Requirements](#)

University of Colorado Procurement Service Center website ([www.cu.edu/psc](http://www.cu.edu/psc))

- [PSC Procedural Statement: Alcoholic Beverages Purchased for University Events](#)
- [PSC Procedural Statement: Recognition and Training](#)
- [PSC Procedural Statement: Sensitive Expenses](#)

### CAMPUS ALCOHOL POLICIES

Campus policies provide parameters and procedures for campus specific events with alcohol.

- [Boulder Campus – Alcohol Service on Campus](#)
- [Colorado Springs – 100-003 Alcohol Policy](#)
- [Denver|Anschutz Medical Campus - Alcohol Policy for UC Denver Campus](#)
- [AHEC – Special Events Involving Alcohol](#)

## TYPES OF EVENTS

- **LICENSED PREMISE** means a specific location where the sale and service of alcohol for consumption on the location has been authorized under Colorado law. Licensed locations may change. Confirm with your campus current licensed locations.
  - **Boulder Campus**
    - The Club Level and Flatirons Club in Folsom Field (License held by Centerplate)
    - The Mary Rippon Theatre and portions of the University Theatre and Hellums Hall (3.2 beverages only)
    - The University Memorial Center (3.2 beverages only)
  - **Colorado Springs Campus**
    - University Center, including Berger Hall
    - University Center, Upper Plaza (exterior location)
    - Gallogly Event Center
    - Gallery of Contemporary Art
    - Dwire Hall, 1st and 2nd Floors only
    - Bon Vivant Theater (for THEATREWORKS performances only)
  - **Denver | Anschutz Medical Center**
    - Tivoli on the Auraria Campus
- **PRIVATE EVENT** means an event where alcohol is served that is not open to the general public. In order to be a private event, the event must satisfy all of the following:
  - It must be by invitation only. Invitations to the event must have been sent to specific individuals. This does not include an event where attendees register in response to an announcement of the Event.
  - A previously printed list of invited guests must be used to identify attendees at the entrance to assure that only invited participants enter.
  - The event cannot have been advertised as being open to the public.
  - The alcohol is free or the event is a University sponsored Event and the admission charge or other charge for participation is the same regardless of whether the person attending consumes alcohol or not.
- **SPECIAL EVENT PERMIT (SEP)** means a permit issued by the Colorado Department of Revenue, Liquor Enforcement Division that authorizes the sale and service of alcohol at a specific location for a specific date and time. If an event is open to the public (as opposed to invitation only) where alcohol is served or sold, the event must be held at a location/establishment holding a current valid liquor license, or the event sponsor must have applied for and received a SEP issued by the State of Colorado for that location and event. Refer to your campus policy for application process information.
  - **Background:** In the 2011 regular session, the Colorado General Assembly (HB11-1301, §14, codified at §12-48-102-(1), C.R.S.) authorized state institutions of higher education, including each principal campus of a state system of higher education, to apply for Special Event Permits. The University of Colorado campuses may apply for Special Event Permits (“Campus Special Event Permit”). Due to the finite number of Campus Special Event Permits available, the events for which a Campus Special Event Permit will be approved will be limited to those events that have campus-wide impact and interest and that could not proceed unless a Campus Special Event Permit was available.

## **RESPONSIBILITY/ACCOUNTABILITY**

### **Campus/Departments/Units**

Departments hosting events with alcohol have overall responsibility and accountability for properly managing their events in accordance with Colorado State liquor laws and University campus policies and procedures.

### **Event Coordinator/Manager**

Event coordinators/managers are University employees, authorized volunteers, or non-University individuals who are responsible and accountable for the event, and must be present for the entire event. Event coordinators must follow campus procedures which may include a plan review well ahead of the event date with University Police, campus University Risk Management (URM), and other campus officials (*e.g.* Campus Alcohol Agent, Facility Managers, Environmental Health & Safety, Fire Marshall, Groundskeepers, Parking, *etc.*), as necessary for their event. Event Coordinators are responsible for following University and campus policies and procedures on procurement of alcohol, as well as use of University facilities.

### **Event Participants**

All participants are expected to have an awareness of his/her own personal safety, the safety of others, and the protection of the personal property of others while attending any campus event. All participants are responsible for their own behavior and any resulting consequences.

### **University Risk Management (URM)**

Campus URM is available to work with event coordinators/managers and campus officials to review the event plan and to advise on the associated risks and risk mitigation. URM advises on insurance requirements for campus events, with or without alcohol.

## **INSURANCE**

### **Certificates of Liability Insurance**

The Administrative Policy Statement *Facilities Use by Non-University Groups – Insurance Requirements* (see link at beginning of document) states that non-University groups shall complete a lease form as outlined and provide proof of general liability and liquor liability insurance when leasing University facilities for events with alcohol.

Non-University sponsors who do not carry liability insurance may apply for Special Event Insurance through the Tenant User Liability Insurance Program (TULIP). A certificate of insurance can be generated through this process.

University-sponsored events occurring at off campus locations may be asked by the property owner for proof of insurance from the University.

Refer to the URM website [www.cu.edu/risk](http://www.cu.edu/risk) for both the Special Event Insurance and Certificate of Insurance request procedures.

## **RISK ASSESSMENT FOR SERVING ALCOHOL**

### **Encouraging Responsible Behavior**

- Consider student code of conduct and academic rules when planning events involving use of alcohol.
- Create a campus environment that supports responsible behavior regarding alcohol consumption, including holding events that are alcohol-free or provide various non-alcoholic drink alternatives.
- Provide information/signage for alcohol and drug abuse prevention programs, addiction treatment and counseling centers that will appeal to students and employees.

- Develop a “get home safe” booth for guests to call taxis, designated drivers, or other safe ride home.

### **Event Monitoring and Security**

- The Event Coordinator/Manager or other University responsible person is on-sight during the event and oversees and implements the risk assessment plan for location set up, alcohol and food service, security and monitoring access areas.
- Work with campus security on a case-by-case basis to determine appropriate security needs.
- Monitor each entrance/exit so that alcohol is not brought in or carried out.
- For private events, determine how invited guests will be identified at the entrance and inside the function. Take measures to assure that only invited participants enter the event.
- Signage:
  - Set up clear signage at entries and exits:
    - Private Event
    - No alcohol beyond this point
  - No one under 21 shall be served
  - Don’t drink and drive; Drink responsibly
- Comply with applicable fire codes for all events. Consult your campus Fire Marshall for assistance.

### **Serving Considerations**

- Servers should have appropriate server training (such as TIPS or equivalent). Certified bartenders must have a valid photo ID showing their name along with a copy of their training certification.
- Persons checking ID’s are to have knowledge of proper identification techniques and be over 21 years of age.
- All persons being served alcoholic beverages are to have proper identification for proof of age and be at least 21. Check ID’s at the entrance. Use wrist bands, hand stamps, or other methods of identifying number of drinks and participants who are of legal drinking age.
- Persons dispensing alcohol will monitor individuals’ consumption and not continue to dispense to persons that show signs of impairment by drugs or alcohol. A ticket or coupon system may be used to monitor.
- Alcoholic beverages will not be available for individuals to pour their own. There will be no open or unattended kegs, containers, or bottles.
- No more than two (2) drinks may be given to any one person at a single time.
- Alcohol service should end prior to the event end time. If the event lasts more than two hours, stop alcohol service during the last hour. For events lasting less than two hours, discontinue service at least 30 minutes prior to the scheduled end of event. Servers must not consume alcohol.
- Do not allow drinking-oriented games.
- Alcoholic beverages may not be stored on unlicensed premises that are unsecured open to the public. In particular, alcoholic beverages may not be stored in refrigerators in public areas.

### **Food and Beverage Requirements**

- Food items and non-alcoholic beverages are to be available. These items are to be available at no cost, in the same general location, and of such a variety as to make them attractive alternatives to the alcoholic beverages provided.
- Always serve food that is reasonably substantial when serving alcohol (*e.g.* pizza, meats, sandwiches, *etc.*)

### **Outdoor Events Planning**

Outdoor events are generally more difficult to manage than indoor events. Overall security and participant monitoring becomes more challenging. The event coordinator should establish a dialogue with local law enforcement before and at the event location. A campus event risk management team, working with campus event approvers/reviewers is essential to properly plan an outdoor event. Alcohol should not be part of the event if it cannot be properly managed.

For events on or off University property that are out of doors or where the serving area is not readily apparent, the area where alcoholic beverages are consumed are to be clearly marked using brightly colored tape and upright posts or other readily identifiable barriers such as fencing and/or built in boundaries and underage persons are to be kept out of this area. Alcohol is not to be consumed outside of the fenced/cordoned area. Additional best practices, specific to outdoor events, include:

- Utilize substantial and enforceable barriers with clear parameters.
- Increase security and monitoring.
- Limit the number of guests in accordance with the controlled area and security capacities.
- Hold event at an outdoor location licensed for alcohol in a designated area.

### **Private Residences**

Owners and event coordinators/managers of University-sponsored events at private residences should follow these guidelines and those for off-campus events to limit personal and University liability.

University insurance coverage **does not** extend to activities in a private residence; contact your campus URM with questions.

### **International Events and Alcohol**

Students and visitors from other cultures and countries may be accustomed to very different laws than in the U.S. When international visitors participate in a University-sponsored function, the Event Coordinator/Manager can help by explaining U.S. customs and laws prior to the event.

Similarly, University international travelers may find alcohol consumption laws are more relaxed, or more stringent, than in the U.S. Contact your campus International Education and Study Abroad offices for information. These offices can provide information regarding pre-travel cultural orientations, including information about responsible drinking, the risks of becoming intoxicated in other countries, and University Codes of Conduct applicable to international travel.