Events with Alcohol Guidelines

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.

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 Coordinators
Event Coordinators are University employees, authorized volunteers, University affiliated individuals, or non-University individuals who are responsible and accountable for the event, and must be present for the entire event. Event Coordinators should prepare a plan and review it well ahead of the event date with University Police, campus University Risk Management (URM), and other campus officials (e.g. 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 comply with applicable University policies, rules and regulations and have an awareness of his/her own personal safety while attending any campus event. All participants are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with applicable laws and University policies, rules and regulations.

University Risk Management (URM)
Campus URM is available to work with Event Coordinators and campus officials to review the event plan, the Risk Assessment for Serving Alcohol, 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 states that non-University groups shall 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 web site for the procedure on ordering a Certificate of Insurance.

MANAGING RISKS  
Laws and Policies  
- Follow local jurisdiction and state liquor laws.
- Adhere to all state and local permit regulations for events on public property (e.g. public parks, facilities).
- Adhere to all University drug, alcohol, and substance abuse, provision, and purchasing alcohol policies.
- Follow University use of facilities policies. Functions involving use of alcohol require host liquor liability insurance, a lease agreement with indemnification (non-University groups), and approved security, at a minimum.
- Consider student code of conduct and academic rules when planning events involving use of alcohol for adult students.
- Comply with applicable fire codes for all events. Consult your campus Fire Marshall for assistance.
- Follow University and campus approval policies.
- Remember that Colorado liquor licenses are location-specific. A licensed premise is a location that has been licensed for the sale and service of alcoholic beverages for consumption on the premises.
- **Caterers cannot and do not have mobile liquor licenses that travel with them to various locations.**
- Each campus may have in place specific licensed locations where alcoholic beverages may be sold or served for public events.
- 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 Special Event Permit issued by the State of Colorado for that location and event. (Be sure to allow at least 45 days lead time when applying for a Special Event Permit.)
- For University-sponsored private (invitation only, not open to the public) events held in an unlicensed premise, there may be an admission or entry fee for that event so long as any charge is uniform to all regardless whether or not an attendee consumes alcohol.

**Encouraging Responsible Behavior**
- Acknowledge alternatives to alcohol in planning, advertising, and conducting the events.
- Create a campus environment that supports responsible behavior regarding alcohol consumption.
- Encourage alcohol-free events and activities.
- Events should not rely or focus on alcohol for success.
- Provide information/signage for alcohol and drug abuse prevention programs, addiction treatment and counseling centers that will appeal to students and employees.
Serving Considerations

- Alcohol should not be part of the event if it cannot be properly managed.
- At events on a licensed premise, price alcohol drinks expensively so that guests drink less.
- In order to maintain control of alcohol consumption, serve only one drink at a time to each person.
- Prohibit self-serving, pre-pouring drinks allowing participants access to bottles, kegs, or pitchers.
- Consider existing liquor licensed facilities for the event.
- Alcoholic beverages may be served on an unlicensed premise only at a private event. A private event is open only to invited guests and may not be advertised to the public. Guests may be charged an admission or entry fee for that event so long as any charge is uniform to all regardless whether or not an attendee consumes alcohol. Utilize caterers with trained servers who can provide liquor liability insurance.
- Always serve food that is reasonably substantial when serving alcohol (e.g. pizza, meats, sandwiches, etc.)
- Servers should have appropriate server training (such as TIPS or equivalent).
- Establish and notify guests of start and end times. Alcohol service should end prior to the event end time.
- Provide non-alcoholic beverage options. Consider free bottled waters or water stations.
- Properly trained persons responsible for checking identification (ID).
- Certified bartenders must have a valid photo ID showing their name along with a copy of T.I.P.S., or equivalent, training certification.
- At private events, servers must be age 21 or older.
- Servers must be aware of the established ID check system established for an event to assure that no one under age is served.
- Servers must not serve alcohol to anyone who is visibly intoxicated.
- Servers must not consume alcohol.
- Alcoholic beverages may not be stored on unlicensed premises that are unsecured and open to the public. In particular, alcoholic beverages may not be stored in refrigerators in public areas.

Event Monitoring and Security

- Establish consistent security and event monitor procedures.
- Consider limiting events with alcohol to pre-designated, controllable campus locations.
- Remember that consumption of alcohol can change the nature of the participant, where even normally well-behaved individuals can become difficult to control.
- Post legal drinking age at door, and assure no one underage is served.
- 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.
- 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.
- Limit the number of drinks served to each individual.
- Do not allow drinking-oriented games.
- Post signage which encourages the choice not to drink, and responsible drinking.
- Set up clear signage at entries and exits, such as:
  - Private Event
  - No alcohol beyond this point
  - No one under 21 shall be served
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- Don’t drink and drive
- Drink responsibility

- Develop a “get home safe” booth for guests to call taxis, designated driver, or other safe ride home.
- Consider “debriefing” meetings for events where alcohol-related problems arose, and discuss adjustments to upcoming events.

**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.

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.

**Private Residences**
The University has limited control and responsibility for alcohol service in private residences, even when an event is University-sponsored. Owners and Event Coordinators 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 generally does not extend to activities in a private residence; contact your campus URM if there are 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 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.

**Fundraising Activities**
To ensure that activities at fundraising events do not violate liquor licensing laws, contact University Controller prior to serving alcohol at a fundraising event.