



UCCS CAMPUS POLICY

Policy Title: Service and Use of Alcohol on Campus

Policy Number: 100-003

Policy Functional Area: Administration/Organization

Effective: January 25, 2022
Approved by: Venkat Reddy, Chancellor
Responsible Vice Chancellor: Administration & Finance (VCAF)
Office of Primary Responsibility: VCAF
Policy Primary Contact: Office of the VC Administration & Finance 719-255-3626
Supersedes: January 18, 2005; April 1, 1996; May 4, 1995, Feb 18, 2013
Last Reviewed/Updated: Dec 12, 2017
Applies to: Faculty, Staff, Students, and Third Parties

Reason for Policy: To define University and individual responsibility with regards to the procurement, sale, service, and consumption of alcohol on University-owned or operated property and/or at University events.

I. INTRODUCTION

This policy applies to all University of Colorado Colorado Springs (“UCCS” or “University”) departments, schools, colleges, units, faculty, staff, students, and any external entity and/or individual serving Alcohol on *University Property*, or at an Event off *University Property* if any part of the cost of the Event is paid using University funds.

II. POLICY STATEMENT

A. Permissible Service of Alcohol.

1. For any Event, Alcohol may be served only in accordance with this policy and applicable state, municipal, and federal laws and regulations; Regent Laws and Policies; Administrative Policy Statements, and UCCS campus policies. Alcohol may be served only at the following Events:
 - a. An Event taking place on a Licensed Premise.

- i. Service of Alcohol at the Event must be in accordance with the liquor license for the *Licensed Premise* for the location of the Event unless the *Licensed Premise* has been temporarily modified.
 - b. An Event taking place at a location covered by a Special Event Permit.
 - i. Service of Alcohol at the Event must be in accordance with the Special Event Permit for the location of the Event. A Special Event Permit may only be acquired in accordance with this Policy.
 - c. An Event that is a Private Event where:
 - i. The Alcohol is provided free of charge; or
 - ii. 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.
- B. Scheduling an Event Where Alcohol will be Served.
 - 1. Any Event where Alcohol is being served must be scheduled with UCCS Event Services, including Events held by non-University users.
 - 2. For each Event, the University *Event Client* must submit the [Departmental Alcoholic Beverage Request and Authorization Form](#), and the [CU PSC Official Function form](#) if applicable
 - 3. Non-University *Event Clients* must submit the [Non-University Event Alcoholic Beverage Request](#).
 - 4. The Event must receive all appropriate approvals before it may take place.
- C. General Requirements for an Event where Alcohol is Served.
 - 1. Any Event serving Alcohol pursuant to a *Special Event Permit* must do so in accordance with the *Special Event Permit* and any other applicable laws, regulations, or University policies.
 - 2. Area Where Alcohol is Served.
 - a. The area where Alcohol is served must be defined and clearly marked using readily identifiable barriers such as fencing and/or built-in boundaries.
 - b. For outdoor Events, fencing/barriers shall follow building and fire codes. (See Policy 400-001 Scheduling and Use of University Facilities and Physical Spaces)
 - c. Signs must be posted at every entrance or exit stating:
 - i. Private Event (if applicable).
 - ii. No alcohol beyond this point.
 - iii. No one under 21 shall be served.
 - 3. Service of Alcohol.
 - a. 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 or bottles or cans of Alcohol.
 - b. Servers of Alcohol:

- i. Shall be trained to serve Alcohol in accordance with DHS Catering guidelines, including at a private residence using university funds.
 - ii. Shall be 18 years of age or older.
 - iii. Shall not serve anyone who is visibly intoxicated.
 - iv. Shall not consume Alcohol before or while they are on duty.
 - v. Shall be familiar with the system being used at the Event for verifying that only persons 21 years of age and older are being served Alcohol.
 - c. No one may be served more than two drinks at a time.
 - 4. Non-alcoholic beverages and food shall be available.
 - 5. No one under 21 years of age may consume Alcohol at the Event.
 - 6. Drinking-oriented games are prohibited.
 - 7. Marketing for All Events or Functions with Service and Use of Alcohol
 - a. The availability of alcohol must not be a prominent part of any advertising campaign for the Event nor the primary focus of the Event or force by which individuals are enticed to attend the event.
- D. Event Monitoring and Security.
 - 1. Each entrance/exit to the Event must be monitored so that Alcohol is not brought in or carried out of the Event.
 - 2. A previously printed list of invited guests must be used to identify attendees at the entrance to assure that only invited participants enter.
 - 3. Security will be determined on a case-by-case basis by UCCS Police.
 - a. Security will not be required for Events at a private residence.
- E. Funding.
 - 1. Any University purchase of Alcohol using University funds must be done so in accordance with University policies, in particular [APS 4018 Alcoholic Beverages Purchase for University Events](#).
- F. Procurement of Alcohol.
 - 1. The [Procurement Service Center Procedural Statement on Alcoholic Beverages for University Events](#) must be followed when University funds are being used to purchase alcohol.
 - 2. All use of donated alcohol must be done in accordance with the University's [Catering Guidelines](#).
 - 3. University funds, equipment, or other resources may not be used for the procurement of Alcohol or other commodities for non-University Contracted Events.

III. KEY WORDS

- A. "Alcohol" means any Alcoholic beverage, including beer, wine, liquor, seltzers, and hard cider.
- B. "Campus Alcohol Agent" means an individual on the UCCS campus who has been designated to approve applications for Events where Alcohol will be served.

- C. "Special Event Permit" means a Special Event Permit where the applicant/the permit holder is the University of Colorado Colorado Springs.
- D. "Event" means a conference, fundraising event, meal, meeting or any other gathering (formal or informal) on *University Property*. If the Event occurs off *University Property* (including private residences) and any part of the cost of the Event is paid using University funds it is an Event as defined herein.
 - 1. Event does not include:
 - a. Normal business operations at Clyde's Gastropub in the University Center or Pinney's Café in the Ent Center for the Arts.
 - b. Any gathering taking place off campus on a Licensed Premise.
- E. "Event Client" means one of the following:
 - 1. The authorized UCCS employee who schedules the event and ensures compliance with all campus policies regarding alcohol and the State liquor code, applicable municipal code, and University policies for *Private Events* in public facilities where alcohol is present, or
 - 2. A representative of a non-CU entity that is eligible to apply for a Special Event Permit.
- F. "Licensed Premise" means a specific location where the sale and service of Alcohol for consumption on the location has been authorized under Colorado law. The only Licensed Premises at UCCS currently are:
 - 1. University Center including Berger Hall
 - 2. University Center Upper Plaza
 - 3. Gallogly Events Center
 - 4. Ent Center for the Arts
 - 5. Dwire Hall first and second floors.
- G. "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:
 - 1. 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.
 - 2. A previously printed list of invited guests must be used to identify attendees at the entrance to assure that only invited participants enter.
 - 3. The Event cannot have been advertised as being open to the public.
 - 4. 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.
- H. "Sale of Alcohol" means that Alcohol is served or delivered for value.
 - 1. In particular, Alcohol is considered sold at any Event where Alcohol is served and:
 - a. There is a cash bar, or
 - b. Alcohol is exchanged for tickets that have been purchased or for other evidence of payment, or

- c. Payment of an admission charge, registration fee or other fee or charge allows an individual to attend the Event and be served Alcohol, or
- d. A collection is taken at the Event to cover the costs of the Alcohol.
- I. "Special Event Permit" 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.
- J. "University Property" means any property owned, leased, licensed or otherwise under the control of the University of Colorado.

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- K. Administrative Policy Statements (APS) and Other Policies
 - 1. [APS 4018: Alcoholic Beverages Purchased for University Events](#)
 - 2. [Policy 400-001: Scheduling and Use of University Facilities and Physical Space](#)
- L. Procedures
 - 1. [University of Colorado PSC Procedural Statement: Alcoholic Beverages Purchased for University Events.](#)
- M. Forms
 - 1. [Departmental Alcoholic Beverage Request and Authorization](#)
 - 2. [Non-University Event Alcoholic Beverage Request](#)
 - 3. [University of Colorado PSC Official Function Form](#)
 - 4. [University of Colorado Fundraising Authorization Form](#)
- N. Guidelines
 - 1. [UCCS Catering Guidelines](#)
- O. Other Resources
 - 1. C.R.S. § 12-47-901(h) - *Unlawful acts - exception*. Colorado Liquor Code.
 - 2. [Liquor Enforcement Division \(LED\) Bulletin 16-08 DONATED ALCOHOL](#)
- P. Frequently Asked Questions (FAQs)

V. HISTORY

May 4, 1995	Initial policy approved
April 1, 1996	Revised
January 18, 2005	Revised
January, 2013	Revised
February, 2017	Revised