



University of Colorado Denver| Anschutz Medical Campus Events with Alcohol Best Practices

The University of Colorado recognizes that serving alcohol at events may be allowed with proper approvals. Alcohol events are governed by the laws of the state, city, and county where the event is held, as well as University and campus policies regarding the sale, service, and purchase of alcohol. Well-planned and managed events can decrease the risk of alcohol-related incidents. To mitigate these risks, University Risk Management has developed the following best practices to assist with planning and structuring events with alcohol. Every event will be different and carry risks that this document may not address. Please visit our [website](#) for additional resources or contact us at urmucddirs@cu.edu with any questions.

PLANNING

- **Plan Structured Activities**

- ☐ Review Campus Fiscal Compliance Events with Alcohol [website](#).
- ☐ At least 30 days before event date, submit an Event with Alcohol request using the electronic [Alcohol Authorization Form](#) to allow Department Approvers, Alcohol Advisory Committee, and Campus Leadership (when required) sufficient time to review.
- ☐ Ensure the event has a clear business purpose beyond alcohol. Avoid advertising events as “Happy Hour” and consider “Social Hour” or “Networking Event” to be more inclusive.

- **Department and Event Coordinator/Manager (EC/EM) Responsibilities:**

- ☐ Dept. assigns a University Employee, Faculty, or Staff to act as EC/EM – cannot be students, student workers, volunteers, business affiliates, or external parties.
- ☐ EC/EM must be present throughout the entire event and ensure campus policies and procedures are followed.
- ☐ Establish clear policies; communicate rules and expectations regarding alcohol consumption before the event. Educate attendees about the risks of excessive drinking and encourage responsible drinking behavior.
- ☐ All staff managing and assisting with the event must refrain from alcohol.

- **Event Attendees and Event Timing:**

- ☐ Attendees should be 21 years of age; University-sponsored events where alcohol is provided should refrain from including children (under 18).
- ☐ University student attendance will require additional approval from Campus leadership, obtained by Finance.
- ☐ Use the event RSVP list to check in attendees at the event entrance.
- ☐ Events should occur after regular business hours (8 a.m. to 5 p.m.); Events beginning before 5 p.m. require additional school/college and campus leadership review and approval, which Finance obtains.

DURING THE EVENT

- **Alcohol Management:** Adequately managing and monitoring consumption can promote a safe environment for event attendees and reduce the University’s risk and liability.
 - ☐ Depending on the length of the event, limit alcoholic beverages to 1-2 drinks per attendee; utilize drink tickets or a similar system.



UNIVERSITY RISK MANAGEMENT

- ☐ Depending on the length of the event, alcohol service must end at least 30 minutes to 1 hour before the event concludes.
 - ☐ Attendees are prohibited from self-service or self-pour; do not leave alcohol unattended.
 - ☐ To slow down the absorption of alcohol and reduce the risk of intoxication, provide substantial and hearty food options. Offer non-alcoholic beverages, i.e., water, tea, soda.
 - ☐ No drinking games, shots, or progressive drinking where attendees move across multiple venues consuming alcohol at each location.
- **Safety and Security:** When attendees consume alcohol, judgment and decision-making ability can become impaired. This can lead to accidents, injuries, and inappropriate behavior.
 - ☐ Utilize the RSVP list to check in invited attendees as they enter the event.
 - ☐ Provide nametags or badges to assist with identifying attendees at the event.
 - ☐ Monitor for overconsumption and have a plan in place for managing intoxicated attendees.
 - ☐ Develop an emergency action plan/risk assessment to prepare for adverse events.
 - **Event Venue**
 - Licensed Venues:** Licensed venues, such as taverns, brew pubs, hotels, and restaurants, hold appropriate liquor licenses and certifications required by local laws and regulations to sell, dispense, or serve alcoholic beverages.
 - ☐ Licensed venues carry liability insurance, which protects event organizers from potential financial losses due to alcohol-related accidents or incidents. This reduces the University's risk and liability.
 - ☐ Staff are trained in handling events, including TIPS-certified bartenders who are knowledgeable about responsible alcohol service, promote responsible alcohol consumption, and reduce the risk of alcohol-related incidents.
 - Unlicensed Venues:** Space on or off campus that is not licensed, such as conference rooms, auditoriums, atriums, classrooms, or private residences. These events present greater risk and liability for the University, Department, and Event Coordinator/Manager.
 - ☐ Reserve on-campus event location via the Campus Event Management System (EMS) and include notice that alcohol will be served at the event.
 - ☐ Events held in unlicensed venues must follow and meet Private Event Criteria:
 - Invitations are sent to specific individuals; the event cannot be advertised or open to the public.
 - Mechanism for attendee identification at the entrance to the event.
 - Alcohol is free, donations are not required, and the registration fee is uniform for all attendees regardless of alcohol consumption.
 - Signs reading "Private Event" and "No Alcohol Beyond This Point" are posted at the entrances and exits.
 - ☐ Alcohol must be purchased from a licensed retailer, such as a liquor store, and delivered to campus or private residences. Hired alcohol servers are prohibited from purchasing or selling alcohol.
 - ☐ Hired alcohol servers must meet [University Standard Insurance Requirements](#) via a Certificate of Insurance that includes Liquor liability, naming the University as an Additional Insured.
 - ☐ Cash Bars cannot be offered at unlicensed venues without a Special Event Permit, requiring an application process to be completed by the Campus Controller or Controller's designee.