

Requirements and Guidelines for Serving Alcoholic Beverages

To accommodate the requests of organizations wishing to serve alcoholic beverages at functions and events taking place on property owned by Colorado State University (“CSU”), CSU has developed the following requirements and guidelines (the “Guidelines”). The Guidelines reflect CSU’s concern for a responsible approach to the serving and consumption of alcohol.

The Guidelines are not intended to supersede or alter any other guidelines, regulations, policies and/or other mandates issued by CSU with respect to serving alcoholic beverages. The Guidelines do not apply to the Lory Student Center, which has its own Alcoholic Beverages Policy.

Definitions:

The following definitions apply to the Guidelines:

“Event” shall mean, without limitation, any function, gathering, meeting, occasion, and/or event that occurs on property owned by CSU.

“Organization” shall mean, without limitation, any group, association, club, and/or organization that wishes to serve Alcoholic Beverages at an Event taking place on CSU property.

“Event Sponsor(s)” shall mean, without limitation, individuals who are designated supervisors for any Event at which alcoholic beverages will be served and consumed. Event Sponsor’s must be at least twenty-one years of age and are responsible for ensuring compliance with the Guidelines.

General Provisions:

The Organization scheduling the Event at which alcoholic beverages will be served will be responsible for complying with and enforcing all City and State regulations and laws regarding alcohol consumption and possession including, but not limited to, appropriate identification checks.

Event Sponsors and/or Organizations could be held liable in a civil suit if state or local laws are violated (e.g., supplying alcohol to underage persons or supplying alcohol to an intoxicated person).

The Event Sponsor and/ or Organization planning to serve alcohol on CSU property must notify CSUPD prior to the event.

Event Sponsor and/or Organization may contract with Lory Student Center Catering or a licensed caterer to serve alcohol according to the provisions below:

- The Event must be staged in a contained area where alcohol will be served and consumed.
- Persons must be twenty-one years of age to consume alcoholic beverages. If minors are present, adequate steps must be taken to ensure that they are not allowed to consume alcoholic beverages. For example, responsible personnel shall be posted at the entrance/exit to screen participants to stamp the hands of or clearly identify those who are of legal drinking age and to make sure that Event participants do not enter or exit the Event with alcoholic beverage.
- Bartender(s) must be skilled enough to identify the stages and signs of intoxication and be willing and capable of refusing the service of alcoholic beverages to any individual who is visibly intoxicated or is a known habitual drunkard.
- Alcoholic beverages must be kept behind a table or similar barrier and served by the bartender upon request. This provides a control point from which consumption can be monitored and excessive drinking can be identified.
- Responsible personnel shall be designated as a "monitor" and shall be skilled enough to confront individuals who are visibly intoxicated, are not individuals who are stamped or identified as legal drinkers, or are exhibiting unruly or drunken behavior. The monitor and the bartender are also expected to confront and assist individuals who they have reason to believe will attempt to drive while intoxicated.
- Alcoholic beverages cannot be given away in any facility that has been issued a license. Additionally, no alcoholic beverages can be sold and no exchange of money in any form, including admission charge, can take place for any part of the Event, unless a Special Permit has been obtained.
- The quality of the Event and not the service of alcoholic beverages must be emphasized.
- Alcoholic beverages must be provided only in quantities that allow responsible drinking (approximately one drink per hour per person). Alternatively appealing non-alcoholic beverages must be provided in quantities equal to or exceeding that of the alcoholic beverages. Snacks or food must be provided in quantities such that it is available for the duration of the Event.
- All alcohol and alcohol containers must be removed and secured at the conclusion of the Event.

Insurance

At the Organization's expense, the Organization may be required to obtain and maintain a policy of insurance issued by the Organization's insurance carrier or obtained through CSU, providing for liability coverage as follows: (1) the policy or policies shall be underwritten by a company

licensed to do business in the State of Colorado; (2) the policy or policies must be in full force and effect during the Event date(s); (3) host liquor liability coverage shall be provided with limits of not less than \$1,000,000.00 combined single limit, or such other amount as may be required in the discretion of CSU's Risk Manager; (4) liability policies shall include Colorado State University, the Board of Governors of the Colorado State University System, and the State of Colorado as additional insureds; and (5) the certificate of insurance must be presented to CSU's Risk Manager no later than ten calendar days prior to the Event. Liquor liability insurance requirement may be waived at the discretion of the Director of Risk Management & Insurance. Waiving of this insurance requirement does not mean that the rules and guidelines for serving alcohol listed above are waived.

Violation of the Guidelines or CSU Policies:

Violation of the Guidelines may result in cancellation of the Event and/or future Events. Additionally, violation of the Guidelines may result in the appropriate CSU disciplinary action, if any and/or any recourse available to CSU under the law.

CSU reserves the right to deny any application in its sole discretion.