

I.

1. To prudently manage University resources and promote good stewardship of students' tuition dollars, the University advocates limiting the purchase of alcohol with University Funds. A division or unit manager may implement a more restrictive policy regarding the use of funds from the division or unit to purchase alcohol than those set forth in this policy.
2. The University prohibits the use of University Funds to purchase alcohol in the following circumstances:
 - a. When the majority of anticipated attendees at an event will not be of legal drinking age in the jurisdiction where the event is held.
 - b. When the source of University Funds is Student Activity Fees, including graduate Student Activity Fees.
 - c. When the source of University Funds is federal or state grant or contract funds.
3. The University permits the use of University Funds to purchase alcohol in the following circumstances:
 - a. For research or teaching purposes and for purposes that do not include personal consumption (e.g., using alcohol as an ingredient in the preparation of f0 612 72 reW*nBT/F3 12 Tf1 0 0 1 162.02 05.07 T12 0026r

- ii. The sponsor for events requiring the presence of Campus Safety Officer(s)

- b.** Other requirements:
 - i.** University-sponsored events held off University Premises include events in rented or donated facilities and at private homes.
 - ii.** At an external rented venue, the venue or caterer must employ a TIPS-certified bartenders.
 - iii.** At events at a private home, no TIPS-certified bartender is required, provided that the homeowners are responsible for monitoring alcohol consumption of attendees.
 - iv.** The sponsor of an event held off University Premises in a business, rented, or donated space is not required to provide Campus Safety or Denver Police Department Officers at the event because the owners/operators of that venue or the host/hostess of the event in a private home must monitor the event

3. Alcohol at Athletic Events and Ritchie Center Special Events

- a.** During University Athletic Events and Ritchie Center Special Events:
 - i.** only TIPS-certified bartenders may provide or sell alcoholic beverages and only in the specific areas within the Ritchie Center covered by existing liquor licenses.
 - ii.** no drink specials or discounts specials, such as two for one or happy hours, are permitted.
- b.** For policies and procedures related to tailgating at University Athletic Events and Ritchie Center Special Events, see Policy ATHL 6.10.020-*Tailgating*.

4. Alcohol at External Events on University Premises

- a.** The sponsor of an External Event on University Premises must designate one external organization representative to manage event logistics directly with Conference and Event Services staff and must follow the event registration process set forth in

- area with appropriate signage indicating where those boundaries end;
- iv. serve non-alcoholic beverages and food or light snacks; and
- v. end the event by midnight.

- c. If the Director of Campus Safety or designee determines additional officers are required at the event, the sponsor is responsible for the fees incurred for this service.

5. Alcohol Policies Applicable to Students and Student Organizations

Students and Student Organizations must follow the policies and procedures set forth in University Policies and the Honor Code regarding the possession, use, consumption, and distribution of alcohol and alcohol paraphernalia. Student Organizations must also comply with any additional requirements set forth in the Honor Code as well as those imposed by applicable governing and/or recognition bodies, such as Undergraduate Student Government, Graduate Student Government, or the Office of Student Engagement. Students and/or Student Organizations that are alleged to have violated University Policies or the Honor Code will be referred to the Office of Student Rights & Responsibilities for action under the Honor Code.

6. Alcohol Policies Applicable to Employees

- a. The University discourages the consumption of alcoholic beverages

events, including viewing parties organized by University departments/units.

F. are planned, managed, and funded by an individual or organization outside the University (not University Funds); the event sponsor may or may not have a connection to a University academic or administrative department, Student Organization, employee or student.

G.

APPENDIX A

Procedures for Events with Alcohol on University Premises and University Sponsored Events Off University Premises

- I. Event Registration for University Events with Alcohol
 - A. The sponsor for an event where alcohol will be served must:
 1. submit an [Event Registration](#) form no later than ten (10) business days prior to the event;
 2. Student or Student Organization led, planned, or funded events must complete an [event registration form via Crimson Connect](#);
 3. identify an individual to be the point of contact for the event and to act as a liaison with the Division of Campus Safety;
 4. display the approved Event Registration form during the event; and
 - 5.

- 3.** For events with an “open bar” or complimentary drinks, providing each attendees with no more than one (1) complimentary drink tickets for per each hour of the event, up to a maximum of two (2) drink tickets. Drink tickets are not transferable.
- B.** The sponsor should have sufficient staffing to regulate entry into the event, prohibit anyone from leaving the event with an alcoholic beverage, and monitor the condition of individuals leaving the event.
- C.** The sponsor must store the alcohol in a locked location before and after the event.

APPENDIX B

Procedures for Suspected Employee Impairment at Work

These procedures describe the steps to follow when dealing with an employee who appears to be impaired while at work and the resources available to the employee.

The University recognizes that impairment may be due to the use of alcohol or other substances or may be due to medical and/or psychological conditions. The University encourages employees to seek appropriate professional advice and treatment to address concerns about their use of alcohol or other substances. The University provides resources, including the [Employee Assistance Program](#), to help employees respond to such concerns.

The supervisor should document their observations about the employee's demeanor and behavior, such as the employee's speech, movements, or any odor of alcohol.

Due to safety considerations, an employee who is impaired cannot remain at their workplace because of the increased risk of accidents and/or dangerous or inappropriate behavior. For the safety and well-