



Policy, Risk & Environmental Programs (PREP)
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August 26th, 2015

Memo

To: All Department Directors, Deans
Members of USEAG
Facilities Event Support

From: Sally Alexander, CRO, Director, Office of Risk Management & Insurance
Scott Harris, Chief of Police, CSUPD
Bob Schur, Exec Director, Policy, Risk and Environmental Programs
Dan Bush, Vice Provost

Sally Alexander

Scott Harris

Bob Schur

Dan Bush

RE: Alcohol on campus – Alcohol requests for special events.

Colorado State University strives to provide a safe and secure environment for its faculty, staff, volunteers and students. Alcohol and drug use can lead to serious health problems for individuals and the community, and often play a role in other serious risks such as accidents, violence, dating and domestic violence and sexual assaults. To that end, CSU is currently working on updating and consolidating its policies around alcohol and drug use on campus.

The Office of Risk Management and Insurance (RMI), and CSUPD are charged with approving requests for the service or sale of alcohol at special events on campus, and providing conditions for service and consumption of alcohol as appropriate.

CSU permits the use of alcohol at events and in connection with activities on CSU property or engaged in CSU work or business when certain circumstances and conditions are present. These include:

- Activity takes place in a licensed restaurant, bar or other premises such as the football stadium, or Moby Courtside Club or in the Lory Student Center;
- When the activity take place in another location on campus and is catered by LSC, or by an approved University vendor, or organized by a CSU representative who has obtained the necessary permissions to serve alcohol from RMI and CSUPD.

- When an activity takes place on campus and is organized by a non-university group that has obtained the necessary special event permit from the City of Fort Collins, or Larimer County AND RMI and CSUPD have approved it.
- When tailgating at the Stadium in accordance with Stadium policies.

No matter which circumstances exist the following conditions apply:

- Organization or sponsor of event will enforce ALL City and State Regulations regarding alcohol consumption
- Persons must be over the age of 21 to consume alcohol, and a valid form of government issued identification is required.
- Approval will be denied where minors are permitted to be present, however, approval from RMI and CSUPD may be obtained provided adequate steps are taken to ensure that underage drinking will not be permitted.
- Non- alcoholic beverages and food must be available the entire time alcohol is served.
- There must be a responsible party acting as a bartender (i.e. no self-serve.)
- Serving of alcohol must include a beginning time and an ending time. Service of alcohol must be discontinued for a reasonable period of time prior to anticipated end of the event.

Alcohol consumption must NEVER be the primary focus of the event or meeting. **There must be a *bona fide* business or development purpose for including alcohol at the event.** *Normal every day work and academic activities and gatherings, such as lectures, study sessions, or staff meetings are rarely, if ever, appropriate occasions for including alcohol.* Examples of appropriate circumstances include – receptions, retirement/ milestone celebrations, fundraising events catered by LSC etc.

The following types of events are inappropriate for the service and consumption of alcohol, and applications will be denied:

- Student organizations (except recognized fraternities and sororities adhering to Greek Community Joint Policy on Risk Management, and student organizations whose membership is exclusively open to persons over the age of 21) are not eligible to sponsor or host an event including the service or consumption of alcohol;
- Application for the service of alcohol at staff meetings, informal study groups or research groups;
- Application for service of alcohol at an informal get together to grade papers, or review research in a classroom, soft teaching space or laboratory;
- Application for service of alcohol in a university laboratory, mechanical shop or other place where the risks of injury are higher than under normal circumstances due to the presence of machinery or hazardous substances or conditions.