

UNIVERSITY CENTER FOR THE ARTS

This information is provided to sponsors of events wishing to serve food or alcoholic beverages at the University Center for the Arts.

Included information:

- Guidelines for Serving Food
- Guidelines for Serving Alcoholic Beverages
- Application To Serve Alcoholic Beverages Information

Please note that a Carpet Cleaning Charge of up to \$250 may apply for any stains on the carpet as a result of your event.

Please contact Peter Muller, Events Manager, should you have any questions about the process at [peter.muller@colostate.edu](mailto:peter.muller@colostate.edu) or 491-6798.

## GUIDELINES FOR SERVING FOOD

Users wishing to serve food of any kind at their event must be sure to include the name of their caterer and the type of food service provided on the **Rental Event Information Form** which will be sent to you when you at the beginning of the rental process. This helps speed up the approval process for your event. The UCA does not have catering facilities and does not provide any catering services. All food must be provided by a licensed caterer or purchased from a grocery store (however, any food that must be kept hot or cold must be provided by a licensed caterer and not purchased from a grocery store). Additionally, no homemade cookies or cakes, etc., are allowed by CSU Environmental Health Services. We are happy to provide you a list of caterers that have worked at the UCA in the past and know our layout.

## GUIDELINES FOR SERVING ALCOHOLIC BEVERAGES

*Please review the following information provided by CSU Risk Management. **At the end of the information is a link to the application.** Please complete online, print out, sign and return to Peter Muller, Events Manager, no later than twelve (12) calendar days prior to the event to allow the Events Office sufficient time to review and submit to the University for approval at least ten (10) days prior to your event. You will be notified ASAP should there be any issues.*

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.

### **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).

Event Sponsor and/or Organization may contract with any 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 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. Alcoholic beverages may not be given away in any facility that has been issued a liquor license.
- 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.

*Please contact Peter Muller, Events Manager with any questions or to confirm if your event requires insurance.*

### **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.

## ■ APPLICATION TO SERVE ALCOHOLIC BEVERAGES INFO

### **What is an Application to Serve Alcoholic Beverages?**

An Application to Serve Alcoholic Beverages is a required document for any organization/department hosting an event where alcohol is to be served on CSU premises. If your event is approved, the application will then be reviewed and approved by both the CSU Police Department and the Risk Management and Insurance Department. All events held on CSU premises are required to have approval before serving alcohol. This includes events that are catered by an outside company. The sale of alcohol on CSU premises for a special event is forbidden unless a special event alcohol permit from the City of Fort Collins is obtained.

### **Application Breakdown:**

- **Name of Event Sponsor/Organization:** Include both the name of the event and the organization, sponsor, department, etc. that is hosting the event. Please spell out acronyms of your group.

- **Date of Event:** If the event is for multiple dates, include all dates.
- **Time of Event:** Include both the start and end time of the event and the specific times that alcohol will be served throughout the event.
- **Location of Event & Room Number:** Be specific. Please include exact locations. If there is no room number in the facility, specify the area of the facility that will be used.
- **Contact Person, Phone Number, & Address for Contact:** The responsible person to be contacted if we have questions about your event. Please make sure that the contact information provided here is accurate including the best way to reach you.
- **Will alcohol be served or sold/cash bar?** If the alcohol for this event will be sold or a cash bar, you must personally obtain a liquor permit from the City of Fort Collins. Please allow 3-4 weeks for them to process your request for a permit.
- **Who will be serving the alcohol?** Please include the name of the company, or the individual who will serve alcohol to attendees.
- **Type of Alcohol being served:** Specify what alcohol will be served. (e.g. beer, wine, spirits, etc.)
- **Expected # in Attendance:** Provide an estimate of how many people will attend and specify who will be attending. (e.g. faculty, students, public, etc.)
- **Will underage people be in attendance?** If yes, how many? Please include your plan for containing the serving area to prevent underage/general public access to alcohol.
- **Signature:** The person who signs the application must be the responsible person of the organization/department sponsoring the event. Please include the name and title of this person. Students are not authorized to sign for the University.

If you have any questions or concerns, please contact Joyce Pratt at [joyce.pratt@colostate.edu](mailto:joyce.pratt@colostate.edu) or (970) 491-1432.

**TO ACCESS THE APPLICATION TO SERVE ALCOHOLIC BEVERAGES PLEASE [CLICK HERE](#)**