

Date: November 5, 2008

To: All Deans, Chairs, Graduate Program Directors, Budget Officers, and Administrative Assistants

From: James R. Moran, Vice Provost, Graduate Studies and Research

Re: **Graduate Student Activity Fees and Purchase/Reimbursement of Alcohol**

This memo is to update you on an expansion of existing policy regarding use of graduate student activity fees for purchase/reimbursement of alcohol for graduate student events. This longstanding policy, which has been in practice at the Law School, will now be expanded to apply to all graduate student groups (copy attached):

- Graduate student activity fees **cannot** be used for purchase/reimbursement of alcohol for graduate student events held **off-campus**.
- If the event is held **on-campus at DU**, graduate activity fee monies **may be used** for purchase of alcohol, but all university guidelines involving the purchase and serving of alcohol must apply and an Events Approval Form must be filed and signatures of approval obtained at least 30 days in advance of the event.

Please inform all of your graduate advising faculty and staff and your graduate students of this policy.

Thank you for your assistance.

CC: Paul Chan: University Counsel
Ellen Shew Holland: Risk Management
Don Enloe, Ty Mills: Campus Safety
Jacob Hahn: GSAC President

Event Approval and Alcohol Purchase/Reimbursement for Graduate Student Groups

The University community expects everyone to assist in maintaining a University environment which is free from the effects of alcohol misuse. The University recognizes alcohol abuse as a potential health, safety, and security problem.

Colorado State Law allows a person who has reached his/her 21st birthday to possess and/or consume alcoholic beverages. All students may be required to present valid identification to verify the fact that they are 21 years of age and can legally consume alcohol. The University prohibits all students from unlawfully purchasing or consuming alcohol on University premises. Thus, alcohol may be consumed only by students of legal age at approved functions on University premises. Furthermore, the distribution and consumption of alcohol at University events must comply with the guidelines set forth in this policy.

I. PURPOSE

To establish an educational framework for the legal and responsible use of alcohol by community members at graduate student created events.

II. STUDENT CODES AND RESTRICTIONS

Students, as individuals or as a group, may not possess, use, manufacture, distribute, or sell alcoholic beverages in violation of the law or University policies. Alcohol can be dispensed only to patrons of legal age. An "Event" may be open to the entire campus community if sponsored by a recognized student organization or sanctioned by the University of Denver. No event will be held for the sole purpose of consuming alcohol. Advertisement and promotional materials for any University event must not make reference to the serving of alcohol. Events where alcohol is to be present must be fully catered by a company approved through the University of Denver. Catering will include non-alcoholic beverages (including water) and food items must be available at the same location where alcohol is being served, and featured for the duration of the event. The event budget will cover the cost of catering the event.

Students will not be reimbursed for alcohol purchased for any off campus events or meetings.

III. GENERAL EVENT PROCEDURES

1. Graduate student associations (GSA) wishing to serve alcohol, must register the event by filling out an EVENTS APPROVAL FORM indicating that alcoholic beverages will be served. This approval form may be obtained from the Office of Graduate Studies website www.du.edu/grad by selecting the Current Students tab and then the Forms and Policies button. In addition to the GSA President and Treasurer, the GSA Faculty/Staff Advisor and the Unit/Department Budget Officer must approve the event. This form, along with any other contracts or vendor information, must be filled out and turned in to the Faculty/Staff Advisor's office at least 30 days prior to the event.

2. The Faculty/Staff Advisor and Budget Officer will review the request to ensure all necessary information is provided, all contracts are complete, and will evaluate the event for good programming practices. The Faculty/Staff Advisor will give final approval or disapproval for the event after the EVENTS APPROVAL FORM has been satisfactorily completed by the student group.

2 (a) The Faculty/Staff Advisor will then send the form to Campus Safety, at least 5 working days before the event. The graduate student group sponsoring the event must arrange for Campus Safety Personnel to be present at the event if Campus Safety determines such personnel are necessary. Campus Safety may be contacted by telephone at 303-871-2139; or by faxing a copy of the signed Events Approval Form to 303-871-4234.

3. If it is determined that safety personnel are required and must be present at the event, (see section 2a above) the number of officers needed at the event will be based on the number of persons attending. An hourly fee for a minimum number of two hours, is charged for each officer on duty (Contact Campus Safety for the hourly fee).

4. Groups who fail to adhere to the policies and procedures listed on the EVENTS APPROVAL FORM will be referred to the Dean of their unit. Such groups will also be subjected to disciplinary action under the Code of Student Conduct.

5. Alcohol may only be served at student events by a licensed Sodhexo bartender (or other vendor approved by the University of Denver). The bartender is responsible for checking age identification, controlling the service of alcohol, and monitoring excessive consumption of alcohol. All events where alcohol is present must be fully catered (food, non-alcoholic beverages, etc.) by Sodexho or a catering company approved by the University of Denver.

7. The service of alcohol will end at midnight (12:00 a.m.), and guests at the event are expected to vacate the premises by or before 1:00 a.m., unless otherwise stated on the Events Approval Form at the time of registration.

8. If the intent is that alcohol is to be sold, a Special Events Permit is required as well as the Sodexho bartender (or other vendor approved by the University of Denver) to serve the alcohol. The request to apply for a special events permit must first be approved through the Dean of the unit before approaching the Department of Excise and Licensing for the State of Colorado's Liquor Enforcement Division.

9. Registration with the Dean of the unit and the Colorado Liquor Enforcement Division, for an event where alcohol is to be sold, must occur at least 10 days prior to the occurrence of the event. It will take up to 15 days for a Special Events Permit to be approved through the Colorado Liquor Enforcement Division and another 30 days to be approved through the University after that.

10. All promotional materials for the event must support and feature the theme of the event. Beverage company inflatables and/or other company signage promoting alcohol may not be used to promote an event and all promotions must be approved by the GSA Faculty/Staff Advisor

11. If alcohol is being served and/or sold at the student event, the sponsoring graduate student organization is responsible for ensuring that all guests comply with the University, City, State and Federal guidelines regarding the consumption of alcohol.

12. Colorado State Law:

STATE OF COLORADO DEPARTMENT OF REVENUE – LIQUOR
ENFORCEMENT DIVISION
Liquor Enforcement Division
1375 Sherman St., Room 600

Denver, CO 80261
303-866-3741

Colorado State Law allows a person who has reached his/her 21st birthday to possess or consume alcoholic beverages. Based on state law and this policy, these rules have been established.

A. All students may be required to present valid identification to establish legal age for consuming alcohol.

B. Open containers of alcoholic beverages are permitted only in the area of the event.

Any group hosting an event where alcohol is served or consumed must comply with University policy, city ordinances, and state law. The following is a summary of the information taken from the Colorado Liquor Code. Please keep in mind that University policy supersedes state law with regard to the type of alcohol served on campus (3.2% beer and 3.2% wine exclusively) and the time events must end, if alcohol is served. (12:00 midnight)

Legal Drinking Age – As of July 29, 1990, the legal drinking age in the State of Colorado has been 21. It is illegal for a person under the age of 21 to possess, attempt to purchase, or be served alcohol. It is illegal for a person over 21 to purchase alcohol for a person under 21. It is illegal for a person to obtain alcohol through misrepresentation of age when he/she is under 21 years of age.

Public Consumption – It is illegal to consume alcohol in public areas except on licensed premises.

Restrictions of Sale – If a group wishes to sell alcohol (by the drink), it must apply for a Special Events Permit at least 30 days in advance through the Colorado Department of Revenue's Liquor Enforcement Division (see Paragraph #11 in the preceding section for recommended procedures to follow). With a special events permit, alcohol may be sold until 2:00 a.m. Otherwise, an organization must comply with the University's policy which ends the sale of alcohol at 12:00 midnight. A group must sell only that alcoholic beverage designated on the event permit.

IV. POLICY VIOLATIONS

Students and student groups have the burden of complying with rules and procedures.

When violations occur, specified sanctions will be imposed and repeated violations will be dealt with appropriately under the student disciplinary system. Sanctions include, but are not limited to – removal from the University's student housing; discharge from student employment; probation; suspension, or expulsion from the University; and mandatory counseling or classes may be required. The University retains full and final discretion on whether a student may be reinstated after an instance of alcohol or substance abuse and the conditions that must be complied with for reinstatement. Student Organizations that violate this policy, may be subjected to sanctions through action by the Dean of the unit including, but not limited to, probation, suspension of one or all of the privileges of the student organization's status and/or removal of this status.