

University of Denver
Graduate Student Association Council
Alcohol Guidelines

GSAC strongly recommends that each graduate student association/organization reads and acknowledges the following minimum alcohol guidelines. All approvals for alcohol related events should occur no less than one month prior to the event.

- Graduate student associations/organizations need to obtain written approval from the appropriate Dean, Associate/Assistant Dean, or Director prior to planning and/or arranging an event where alcohol will be served/consumed. The name of the event, date, location, and anticipated attendance for the event should be included in the written request for approval. Any graduate student association/organization that does not have a form for such a request, please see the attached *Alcohol Event Approval* form.
- Graduate student associations/organizations need to contact Campus Safety when an event is scheduled where alcohol will be served/consumed. Campus Safety will determine on a case-by-case basis whether a Campus Safety Officer needs to be present during the event.
- Graduate student associations/organizations need to contact Risk Management when an event is scheduled where alcohol will be served/consumed. Risk Management will make the determination on a case-by-case basis of any potential risk(s) and safety measures that should be taken by the graduate unit and graduate associations/organizations before the event.
- Alcohol can be obtained in one of the following ways: (1) through Sodexo Food Services or (2) through a licensed 3rd party caterer. Students should not purchase alcohol, nor should staff be responsible for purchasing alcohol directly. For information about Colorado alcohol laws and liability, please visit the Colorado Division of Liquor/Tobacco Enforcement website, http://www.revenue.state.co.us/Liquor_dir/home.asp.
- Alcohol needs to be delivered to and picked up from the event by Sodexo Food Services and/or by a licensed 3rd party caterer. The graduate student associations/organizations organizing and running the event will pay for all delivery and pickup charges.
- An inventory of the alcohol should occur prior to and after the event by Sodexo Food Services and/or by a licensed 3rd party caterer.
- Alcohol needs to be stored in a safe location before, during, and after the event. Under no circumstances should alcohol be left unattended or be removed from the specific location of the event. In addition, alcohol should not be stored, even temporarily, in individual or department office space.
- At no time should a DU student be responsible for the storage, movement, purchasing, selling, and serving of alcohol.
- The serving and/or sale of alcohol should adhere to Colorado law governing its use and consumption. Visit the Colorado Division of Liquor/Tobacco Enforcement's Laws and Rules webpage, http://www.revenue.state.co.us/liquor_dir/wrap.asp?incl=lawrules.

Contact Information

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2199 S. University Blvd.
Mary Reed Bldg. Room 3
Denver, CO 80208
office 303-871-3950
website: <http://www.du.edu/gsac>

Campus Safety
University of Denver
2400 S Gaylord St
Denver, Colorado 80208
303-871-2139
<http://www.du.edu/campus-safety/>

Risk Management
University of Denver
2199 S. University Blvd.
Denver, Colorado 80208
303-871-2354
<http://www.du.edu/risk/index.html>

Colorado Division of Liquor/Tobacco Enforcement
Colorado Department of Revenue
1881 Pierce Street, Suite 108A
Lakewood, CO 80214-1495
303-205-2300
http://www.revenue.state.co.us/Liquor_dir/home.asp