UNIVERSITY OF DENVER	UNIVERSITY OF DENVER POLICY MANUAL USE AND CONSUMPTION OF ALCOHOL	
Responsible Department: Office of Business and Financial Affairs **Recommended By:** Provost, Senior Vice Chancellor for Business and Financial Affairs, Vice Chancellor for People and Culture **Approved By:** Chancellor	**Policy Number** FINA 3.20.010	**Effective Date** __/__/2026

I. INTRODUCTION

The University's alcohol policies and procedures are designed to promote responsible decision-making and appropriate behavior regarding the use of alcohol. The University expects all community members to be respectful of the rights of others to facilitate a healthy and safe educational, professional, and residential community where alcohol does not interfere with individual performance, personal success, public safety, or the integrity of the learning environment. These policies and procedures comply with state and federal laws regarding the use, distribution, and consumption of alcohol, including the federal Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

II. POLICY OVERVIEW

A. Individuals who consume alcohol – either on University Premises or while engaged in University-related activities off University Premises – must comply with the requirements of the University's alcohol policies, as well as federal, state, and local laws and regulations.

B. The use of University Funds for the purchase of alcohol is limited to the circumstances set forth in this policy and Policy FINA 2.30.015 – *Expense and Reimbursement*. Consumption of alcoholic beverages must be (1) limited to persons of legal drinking age in the jurisdiction where the event is being held; (2) only by personal choice; and (3) in a responsible and legal manner. Colorado law prohibits consumption of alcoholic beverages by individuals under the age of 21.

C. Employees must not be Under the Influence of Alcohol or have alcohol impair their ability to perform duties while at work or performing duties for the University.

III. PROCESS OVERVIEW

A. Use of University Funds to Purchase Alcohol

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 food or for cleaning).
- **b.** For University-sponsored events hosting donors, alumni, or guests of the University who are of legal drinking age in the jurisdiction where the event is held and if divisional or unit policies permit the use of such funds to purchase alcohol.
- **c.** For University events involving students and employees who are of legal drinking age in the jurisdiction where the event is held, if divisional or unit policies permit the use of such funds to purchase alcohol, and when deemed appropriate for business purposes.
- **d.** When an employee traveling on University business purchases alcohol for themselves, donors, alumni, or guests of the University who are of legal drinking age in the jurisdiction in which the activity occurs and if divisional or unit policies permit the use of such funds to purchase alcohol.
- **e.** When the sponsor of a private grant or contract specifically allows the purchase of alcohol with such funds.
- **f.** When the alcohol is purchased for resale in a specific area of the University Premises for which there is a current liquor license (See Section III.B.1 below).

B. Requirements for University-Sponsored Events with Alcohol

University-sponsored events with alcohol include any activity involving students or University employees that is held on University Premises. Activities with alcohol involving students or University employees that are held off of University Premises are also considered University-sponsored events when such activities are connected with or sponsored by a Student Organization or a University division or unit.

1. *Liquor License Requirements on University Premises*

a. There are current liquor licenses to sell alcohol in the following specific areas:
- **i.** the Ritchie Center;
- **ii.** the Newman Center for the Performing Arts;
- **iii.** the Knoebel School of Hospitality Management;
- **iv.** Beans Café;
- **v.** the Community Commons; and
- **vi.** the Highlands Ranch Golf Course.

b. A liquor license is required to serve alcohol in any other facility on University Premises at events serving alcohol that are considered open to the public.
- **i.** Events are considered open to the public, for example, if:
  - **a)** There is not a guest list or name tags that identify individuals as attendees of the event; and/or
  - **b)** Any individual may walk into the event without checking in first.
- **ii.** In the rare instance that there is a legitimate reason to serve alcohol to the public or sell alcohol in a facility not specifically covered by an existing license, the University must obtain a temporary liquor license prior to the event. However, seeking a temporary liquor license is an extensive process that requires submitting an application to the City of Denver and may involve many weeks of planning. The unit seeking a temporary liquor license must contact the Office of the Senior Vice Chancellor for Business Affairs to initiate the request.

c. Additional Requirements

- **i.** Except as expressly provided herein, the sponsor for all University events with alcohol must follow the event registration process set forth in Appendix A.
  - **a)** The Newman Center for the Performing Arts, the Knoebel School of Hospitality Management, the Ritchie Center,

Conference and Events Services, and the Highlands Ranch Golf Course will share a list of scheduled events with the Division of Campus Safety on a regular basis and are not required to complete individual event registration forms.

b) The sponsor for all student or Student Organization led, planned, or funded events also must follow University Policies, and the applicable policies and procedures set forth in the Office of Student Engagement Handbook and/or Honor Code. Student or Student Organization led, planned, or funded events must complete an event registration form via Crimson Connect.

ii. The sponsor for events requiring the presence of Campus Safety Officer(s) and/or local law enforcement agency must obtain the required number of officer(s) using the event registration process set forth in Appendix A and must pay the applicable rate for such officer(s).

iii. The sponsor for any University-sponsored events serving alcohol must:

a) Not serve any alcoholic beverages, regardless of the funding source, when the majority of attendees are not of legal drinking age for the jurisdiction in which the event is held.

b) Not serve alcoholic beverages less than 30 minutes prior to the end of the event, but in no event not later than 11 pm.

c) Also serve non-alcoholic beverages and food or light snacks.

d) Not allow (i) open access kegs, party-balls, beer bongs, or other similar common-source containers of alcohol; or (ii) drinking contests and/or drinking games in any form.

e) Not promote the consumption of alcohol as the primary focus of the event.

f) Not permit beverage company inflatables or other promotional items to be used to promote an event or to be distributed at an event.

g) Not permit drink specials or discounts such as two for ones or happy hours.

h) Store alcohol in a locked location before and after an event.

i) Confirm that an individual who is TIPS-certified:

1) is present to serve alcoholic beverages
- in University facilities identified in Section III.B.1.a above that are covered by a current liquor license; or
- for other University facilities, at any event with 25 or more attendees;

2) will check the identification of any attendee where there is any concern that the attendee is not of the legal drinking age in the jurisdiction in which the event is held; and

3) Does not serve individuals who are obviously intoxicated.

2. University-Sponsored Events Off University Premises with Alcohol

a. Sponsors of University-sponsored events that are held off University Premises do not have to submit an Event Registration Form. However, the sponsor for all student or Student Organization led, planned, or funded events must also follow the applicable University Policies, and the policies and procedures set forth in the applicable handbook for that Student Organization and/or the **Honor Code**, which include submission of an event registration form via Crimson Connect.

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 TIPS-certified individual(s) to serve alcohol.

iii. At events at a private home, no TIPS-certified individual 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 local law enforcement agency 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 individuals 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. With the exception of External Events held at the Kennedy Mountain Campus (KMC) (which must work with the staff at KMC, 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 Appendix A.

b. The sponsor must:
- **i.** transport alcohol to and from the University in unopened containers, even if the alcohol is donated.
- **ii.** confirm that a TIPS-certified individual:
  - **a)** is present to serve alcoholic beverages; and
  - **b)** does not serve alcoholic beverages less than 30 minutes prior to the end of the event, but in no event not later than 11 pm.
- **iii.** limit the serving and consumption of all alcohol within a defined 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 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. Employees are prohibited from manufacture, possession, distribution, or use of alcohol at work unless:
- **i.** the employee is at least twenty-one (21) years of age, and
- **ii.** the employee is engaging in the responsible consumption of alcohol at a University-sponsored event, to the extent that (a) consumption is otherwise permitted at the event, and (b) the consumption does not result in the employee working while Under the Influence of alcohol.

b. Employees working in the following categories positions which the

University deems safety sensitive may not consume any amount of alcohol at University-sponsored events while performing their job duties:

i. Campus Safety personnel;

ii. Employees who are required to drive a motor vehicle, ride a bicycle, or operate machinery or power tools as part of their job duties; and

iii. Employees whose essential job functions include responsibility for the safety and security of the University community.

c. If an employee's supervisor has reasonable grounds to believe, based on observations by the supervisor or others the supervisor believes to be reliable, that the employee is Under the Influence of alcohol while at work, the supervisor should implement the Procedures for Suspected Impairment at Work set forth in Appendix B.

d. Refusal to submit to a drug/alcohol test will be treated as a positive test result and may result in corrective action up to and including immediate termination of employment. For purposes of this Policy, failure to cooperate with the University's direction to provide a timely, unadulterated sample for testing shall be considered a "refusal to submit."

e. The University has the discretion to take corrective action, up to and including termination, when an employee is found to be in violation of this Policy or in violation of applicable laws related to the possession or consumption of alcoholic beverages.

7. Alcohol Advertising on University Premises

a. Retail licensees, wholesalers, and suppliers may not advertise, provide sponsorship, or promote events or activities on University Premises unless a primary University sponsor is identified. The primary University sponsor must be a University division or unit and must require that all advertising, sponsorship, and promotional activities comply with the following requirements.

b. All advertising, sponsorship, and promotional activities must be consistent with the University's philosophy of discouraging the excessive use of alcohol. Happy hours, drink specials or discounts, and other discounted drinking opportunities are not permitted on University Premises, and the excessive use of alcohol must not be portrayed as a community norm.

c. Advertising, sponsorships, and promotional activities appearing on University Premises must not feature demeaning, sexual, or

discriminatory portrayals of individuals or groups.

IV. DEFINITIONS

A. "University Premises" include all land, buildings, facilities, or other property in the possession of, or owned, used, operated, or controlled by the University, including adjacent streets and sidewalks.

B. "University Funds" include all funds controlled by, or administered by, the University of Denver, including, but not limited to, base operating budget funds, endowment funds, gift funds, grant funds, investment funds, and Student Activity Fees.

C. "Student Activity Fees" are funds collected from students as part of their cost of attendance through their student account for undergraduate or graduate student activities. These funds are allocated to undergraduate and graduate recognized Student Organizations to support the activities of these organizations.

D. "Student Organization" Student Organization is defined as any group at the University in which two or more of the members are Students, whether or not the group is established or recognized by the University, including, but is not limited to: varsity athletic or club sport teams, fraternities and sororities, Registered Student Organizations, student government, societies, associations, departmental student groups, and unchartered provisional chapters/interest groups. A group can be determined to be a Student Organization even if their activities, in whole or in part, occur off University Premises.

E. "Athletic Events and Ritchie Center Special Events" include all intercollegiate and club competitions, concerts, and community and commercial events, including viewing parties organized by University departments/units.

F. "External Events" 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. "TIPS-certified individual" means an individual that has been certified by TIPS (Training for Intervention Procedures).

H. "Under the Influence of Alcohol" means, for the purposes of this Policy, if an individual has a blood alcohol level of 0.04% or higher or an equivalent measurement from a breath test or other scientifically acceptable testing method.

Revision Effective Date	**Purpose**
9/2/2015	*Policy adopted*
6/8/2018	*Omnibus update*
2/27/2022	*Align policy with practice*
__/__/2026	*Updates to clarify expectations of employees*

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. pay the applicable costs for the required number of Campus Safety Officers and/or local law enforcement agency to be present for the duration of the event.

B. The Director of Campus Safety or designee will evaluate and determine based on the size type, location, and purpose of the event:

1. how many Campus Safety Officers and/or local law enforcement agency Officers are required;
   ** For example, at any event where 100 or more attendees are expected must have at least one (1) Campus Safety Officer present for the duration of the event.*

2. whether to require local law enforcement agency Officers in place of or in addition to Campus Safety Officers;
   ** Events that may require local law enforcement agency Officers to be present for security purposes tend to be large events with several hundred attendees.*

II. Procedures for Serving Alcohol at University Events

A. The sponsor of any student or Student Organization led, planned, or funded events must also follow must the applicable University Policies, and the policies and procedures set forth in the applicable handbook for the Student Organization and/or Honor Code, including but not limited to:

1. Having an appropriate number of trained, sober, peer monitors (1 per 25 anticipated attendees);

2. Using wristband for individuals who are of the legal drinking age;

3. For events with an “open bar” or complimentary drinks, providing each attendee 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 Employee's Suspected of Being Under the Influence of Alcohol at Work

These procedures describe the steps to follow when dealing with an employee who appears to be Under the Influence of alcohol 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-being of the impaired employee and others, it is important that the impaired employee leave the workplace promptly in a safe and non-disruptive manner.

If an employee appears to pose an immediate threat of personal harm to themselves or others or potential for damage to University property, the supervisor should contact the Division of Campus Safety for assistance. If the employee does not pose an immediate threat, then the supervisor should contact the Division of Human Resources & Inclusive Community (HRIC) and notify the HRIC representative that the employee may be in violation of University Policy FINA 3.20.010 – *Use and Consumption of Alcohol*.

To the extent permitted by law, the University may require any employee to submit to a blood alcohol test administered by University-designated laboratories or physicians, a breath alcohol test, or other scientifically acceptable method, as deemed appropriate by the University. If the blood alcohol test indicates that the employee has a blood alcohol level of 0.04% or higher, the employee will be deemed to be Under the Influence of alcohol for purposes of this Policy. An employee who refuses to consent to an alcohol test will be subject to corrective action. A written admission of being under the influence of alcohol may be allowed in lieu of testing.