



Request to Serve Alcohol

INSTRUCTIONS TO RESPONSIBLE PERSON OF THE ORGANIZATION SPONSORING THE EVENT: Read, complete, sign, and return the agreement no later than **FIFTEEN (15)** working days prior to the event. (NOTE: Purchase of alcoholic beverages with University-controlled funds must be in accordance with Federal, State and University laws and policies.)

Name of Event:	Renter/Organization:				
Date of Requested Alcohol Service:	Serving Start Time:	Serving End Time:			
Alcohol Service Location:	Expected # of Attendees:				
Alcohol will be:	Sold/Cash Bar	Served/Hosted			
Type of alcohol served:	Beer	Wine	Liquor Cocktails	Full Bar	Other

The **Responsible Person** of the organization holding the event at which alcoholic beverages are served is responsible for ensuring adherence to the following guidelines. Please check each guideline acknowledging you have read and understand them. If you do not check each guideline, we will not be able to approve your request for alcohol service.

- CSU Spur, with the cooperation of the organization scheduling the event, will enforce all City and State regulations regarding alcohol consumption, including appropriate identification checks. Persons must be 21 years of age to consume alcoholic beverages and a valid identification is required. If minors are present, adequate steps must be taken to ensure that they are not allowed to consume alcoholic beverages.
- Western Daughters, the manager of the CSU Spur Liquor License, generally has the first option to provide alcohol service for the event. If they are not able to provide service, alcohol service can be arranged with another contractor
- Non-alcoholic beverages and food must be available during the entire time alcohol is served.
- Service of alcohol must be discontinued for a reasonable period of time prior to the anticipated end of the event. Alcohol will be removed and secured after the conclusion of the event.
- All events must have a bartender to serve alcoholic beverages. No self-service is permitted and alcohol will be kept behind a table or similar barrier. Beverages will be served by the bartender upon request.
- Alcoholic beverages must be served/consumed only in the area designated for your event. It is not permissible for individuals to take alcoholic beverages from that area.
- Insurance may be required, at the discretion of the Events Director, naming CSU Spur as additionally insured.
- CSU Spur may deny request to serve alcohol if the event is not in compliance with local, state, federal laws or established University guidelines. Service may also be denied due to the failure of the applicant, in a past event, to satisfactorily comply with applicable laws or University guidelines.

To ensure adherence to the conditions stated above, I agree to be the Responsible Person of the event and to be present throughout the entire period of alcohol service.

Name: _____ Cell Phone Number: _____

Signature: _____ Date: _____

Additional Resources:
 CSU Fort Collins Alcohol Policy: <http://policylibrary.colostate.edu/policy.aspx?id=738>
 CSU FC Alcohol Guidance: https://rmi.colostate.edu/wp-content/uploads/sites/9/2021/07/RISK_Alcohol-Guidance.pdf
 CSU FC Risk Management: <https://rmi.colostate.edu/risk-management/special-events/>