

## Alcohol Procedure

- Alcohol must be done in conjunction with food at a scheduled event, conference, meeting, or reception.
  - Alcohol service without food will be limited to one hour immediately prior to a scheduled meal.
  - The serving of alcohol will cease thirty minutes prior to the ending of the contracted event. It is recommended that “last call” for alcohol be issued to guests one hour prior to the end of the event.
  - Security for events must follow Sodexo’s liquor license requirements. Any special requests should be directed to the Vice President for Student Services.
  - The approval or denial of alcohol from the President of CMU or a designee is final.
- A. Venue reservations must be confirmed, and this Alcohol Permission Form must be turned in to the University Center staff no later than two weeks prior to your event.
  - B. After venue reservation is confirmed, the University Center staff will send your reservation to Sodexo, who will coordinate food and beverage services with you.
  - C. After the Alcohol Permission Form is approved, the University Center will send the form back to you. A copy will also be sent to Sodexo and the CMU Foundation.

### Donated Alcohol

1. The request to use donated alcohol is applicable only to clients who are not receiving a reduce rental rate on the venue and have complied with A-C above.
2. The client filling out this form is responsible for Donated alcohol process.
  - a. **Donated alcohol must come from the Distributor directly to Sodexo.** Distributor must provide a zero-dollar invoice to Sodexo upon delivery and check in of product, and arrange for return of any unused alcohol.
  - b. Dropoff is at the Sodexo loading dock with Sodexo Manager on Duty. Call 970-248-1676. Clients cannot bring in donated alcohol.
  - c. It is the client’s responsibility to work with distributors to make sure product is delivered on time, checked in with Sodexo and a zero invoice is provided to Sodexo.
  - d. The client should check with Sodexo the day before the event to make sure product has been delivered.
  - e. Client should contact the distributor with a thank you note.
  - f. Sodexo will contact distributor to pick up any left-over product.

*Prior to the day of the event, the client is responsible for...*

3. Working with Sodexo on how to use the donated alcohol and what to do if they run out.
4. Determining how additional alcohol sales, once donated product is out, will be paid is mandatory. This must be communicated to the University Center and Sodexo.
5. Working with Sodexo to understand expectations for checking IDs.
6. Sodexo is responsible for id checking, wrist banding, and pouring of all donated product.

### Security Protocol

1. Required security is based on alcohol and crowd control needs and determined by liquor license laws and the VPSS.
2. Security arrangements and associated fees will be discussed with and approved by Sodexo.
  - a. Client can contract security through Sodexo. Security cost is then included alongside the food and beverage costs on the final invoice to the client.
  - b. Client may provide security over and above the required security; however, client must coordinate directly with University Center staff and provide the UC with a signed contract of client/security arrangement. Client provided security may not take the place of required security based on liquor license laws and the VPSS.
3. Security on duty must be unarmed; this applies to security provided by a client as well. The only armed security allowed at CMU are the City of Grand Junction Police Officers and the Mesa County Sheriff Officers.
4. Any person whose conduct is objectionable, disorderly, or disruptive to the University Center’s use or is in violation of any law shall be refused entrance or shall be immediately ejected from the premises.
5. Client assumes full responsibility for the acts and conduct of its exhibitors, agents, employees, licensees, invitees, and attendees of the event.
6. Overnight security within, outside, and or off-show hour security at the University Center shall be at the discretion of the University Center staff and the cost and coordination is the client’s responsibility.

**LIABILITY STATEMENT – PLEASE READ CAREFULLY:** I/We have read the Colorado Mesa University policy (on back) for the serving and consumption of alcoholic beverages on campus. I/We also understand that failure to comply with or enforce these guidelines may result in revocation of current and/or future alcohol privileges.  Agree

\_\_\_\_\_  
Print Client Name

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

ALCOHOL PERMISSION FORM

Request must be received no later than 2 weeks prior to the event.

Event Name \_\_\_\_\_ Time \_\_\_\_ to \_\_\_\_ Event Date \_\_\_\_\_

Whose event is this? \_\_\_\_\_ Event Location \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_ Is event public \_\_\_\_ or private \_\_\_\_

Total Estimated Headcount \_\_\_\_\_ = CMU faculty/staff \_\_\_\_ CMU Students \_\_\_\_ All Others \_\_\_\_

Estimated Sodexo Catering \$ \_\_\_\_\_ Other Catering \$ \_\_\_\_\_ 21+ID check done by: Sodexo \_\_\_\_ Other \_\_\_\_\_(who)

Bar Type: Cash Bar \_\_\_\_ Hosted Bar \_\_\_\_ All Donated \_\_\_\_ Other(explain) \_\_\_\_\_

Getting Alcohol From \_\_\_\_ Sodexo or \_\_\_\_ Distributor Donation

Alcohol sales paid by \_\_\_\_ Cash Sales \_\_\_\_ Organizer (hosted) \_\_\_\_ n/a All Donated \_\_\_\_ CMU Foundation Funds

What type of food and non-alcoholic drinks will available during your event \_\_\_\_\_

DONATED ALCOHOL Delivery Date & Time \_\_\_\_\_ Rental Fee: Full  \$ \_\_\_\_\_ Reduced  \$ \_\_\_\_\_ N/A

Distributor Name \_\_\_\_\_ Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of donated alcohol: \_\_\_\_\_ Qty. \_\_\_\_\_ Fair Market Value \_\_\_\_\_

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Fair market value of any goods or services given to donor in return: \$ \_\_\_\_\_

What has the donor received in return? (Tickets, membership, merchandise, etc.) \_\_\_\_\_

If approved, distributor must arrange for delivery and pick up of alcohol with Sodexo. Distributor must also provide a zero\$ invoice to Sodexo upon delivery.

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CMU Student Events

CMU Advisor Present at your Event \_\_\_\_\_ CMU Advisor Signature \_\_\_\_\_ Jody Diers, VPSS \_\_\_\_\_ VPSS Approval

CMU Approval

\_\_\_\_\_ CMU President/ CMU Designee \_\_\_\_\_ Designee Approval

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CMU Foundation Only - IRS Designation Letter or Secretary of State Certificate on file: Yes  No

ROUTING: Client -> University Center -> VPSS -> President -> University Center -> Client, Sodexo, CMU Foundation