

Mountain Research Station (MRS)

Alcohol at MRS Events Policy

Mountain Research Station, 818 County Road 116, Nederland CO 80466

<http://www.colorado.edu/mrs/>

1. INTRODUCTION

The Mountain Research Station (MRS) is a University of Colorado (CU) facility. The MRS requires that all events that wish to serve alcohol at the MRS must have an approved "Event with Alcohol Authorization Form" prior to their event. Permits must be submitted a minimum of 15 days prior to the event. Permits are approved/denied by the CU alcohol agent and a submission of permit does not guarantee a permit. Event organizers should plan accordingly and submit their application as early as possible.

This document is specific to Events at the MRS. For general use of the MRS facilities all state and federal laws regarding the possession and consumption of alcohol apply to the Mountain Research Station. Alcohol is not to be present or consumed in public areas or events (labs, classrooms, general use buildings, Moores-Collins Lodge, etc). Residents who are of legal drinking age may consume alcohol only at their cabin at the MRS.

2. POLICY STATEMENT

The MRS follows all University of Colorado Boulder policies regarding alcohol at MRS events. "Event" means a conference, fundraising event, meal, meeting or any other gathering (formal or informal) on University Property.

- MRS events with alcohol must follow the CU policy: <http://www.colorado.edu/events/plan/alcohol>
- MRS events with alcohol must have an approved "Event with Alcohol Authorization" Form. The form can be downloaded from the web site above.

3. Private Events at MRS with Alcohol

This section describes a typical application of the alcohol at events policy here at the MRS. For additional detail, refer to the complete CU policy at <http://www.colorado.edu/events/plan/alcohol>.

A. Most events at the MRS with alcohol are usually "Private Events".

"Private Event" means an Event where Alcohol is served that is not open to the general public. The designation of Private Event applies to both CU and non-CU affiliated organizations. In order to be a Private Event, the Event must satisfy all of the following:

1. It must be by invitation only. Invitations to the Event must have been sent to specific individuals. This does not include an Event where attendees register in response to an announcement of the Event.
2. A previously printed list of invited guests must be used to identify attendees at the entrance to assure that only invited participants enter.
3. The Event cannot have been advertised as being open to the public.
4. The Alcohol is free or the Event is a University sponsored Event and the admission charge or other charge for participation is the same regardless of whether the person attending consumes Alcohol or not.

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- B. The events @ the MRS are scheduled by the MRS Station Manager (CU Event Coordinator).**
The CU event coordinator for Private events at the MRS is the MRS Station Manager. The CU event coordinator must submit the "Event with Alcohol Authorization Form" and must receive all required approvals before the event can take place. The MRS Station Manager will work with the event organizer to complete and submit the application.
- C. There must be an "Event Designee" who will be PRESENT AND RESPONSIBLE AT THE EVENT.**
The event designee must be a responsible person who is organizing/leading the group. The event designee must understand and ensure enforcement of the requirements outlined below; including only allowing guests on the guest list, control of area where alcohol is served, service of alcohol only by TIPS or ServSafe, and ensuring no underage drinking. Note that the Event Designee is responsible for assigning a check-in person and bartender (TIPS or SafeServ certified) *The event designee, check-in person, and bartender are 3 separate roles and cannot be combined.*
- D. General Requirements for an Event where Alcohol is Served**

Guest List is Required

A previously printed list of invited guest must be used to identify attendees at the entrance to assure that only invited participants enter.

Area Where Alcohol is Served

The area where Alcohol is served must be defined and clearly marked using readily identifiable barriers such as fencing and/or built in boundaries. See the appendix in this document for typical barrier/signage locations at MRS event locations (Lodge, Dining Hall, Megaron).

Signs must be posted at every entrance or exit stating:

1. Private Event (if applicable).
2. No alcohol beyond this point.
3. No one under 21 shall be served.

See appendix in this document for printable signs.

Service of Alcohol

Self-service of alcohol is prohibited. Persons attending the Event may not pour their own alcohol or be given direct access to coolers, kegs, bottles or containers containing alcohol or bottles or cans of alcohol.

Servers of Alcohol

- Shall be trained to serve Alcohol. TIPS (Training for Intervention ProcedureS) training or ServSafe.
- Shall be 21 years of age or older.
- Shall not serve anyone who is visibly intoxicated.
- Shall not consume Alcohol before or while they are on duty.
- Shall be familiar with the system being used at the Event for verifying that only persons 21 years of age and older are being served Alcohol.
- Tips shall not be accepted.

Additional Requirements of the Event

- No one may be served more than two drinks at a time.
- Non-alcoholic beverages and food shall be available.
- No one under 21 years of age may consume Alcohol at the Event.
- Drinking-oriented games are prohibited.

4. Document History

4.1. Effective Date – April 7th, 2017

Revision	Date	Comments
Rev 0	6/21/2017	Initial release

4.2. Approved By – Bill Bowman, Director of Mountain Research Station

4.3. Author(s) – Kris Hess, Mountain Research Station Manager

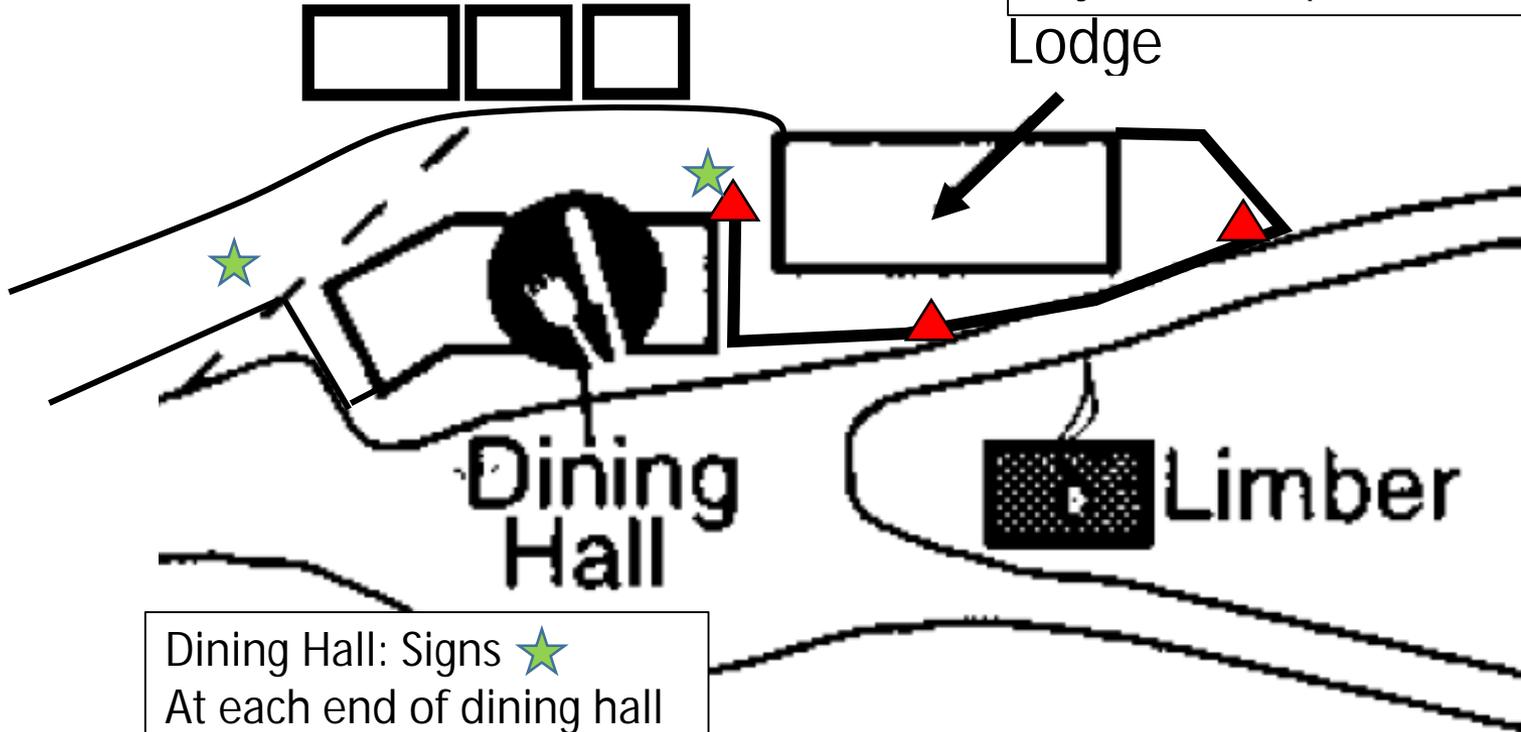
Event Coordinator Checklist for the Designee Regarding University Policies for Events with Alcohol

1. Ensure the Following Signs are Posted:
 - a. Post your "Private Event Invitation Only" signs at all entry points. _____
 - b. "No One Under 21 Will Be Served" sign at the bar. _____
 - c. "No Alcohol Beyond This Point" sign at all exits. _____
 - d. "Thank You for Not Tipping" sign at the bar. _____
2. Containment:
 - a. Close off the area for your event so there is one point of entry/exit. _____
 - b. You must have an invitation list on site and check people in. _____
 - c. Do not allow anyone to leave the contained area with alcohol. If someone re-enters the event, they must be checked back in. The check in person must be at the checkin table the entire event. (You may rotate people for this duty.) _____
3. General Requirements:
 - a. Self-service of alcohol is prohibited. _____
 - b. Designee must have trained TIPS, or equivalent, servers. Servers are not to consume alcohol.
 - c. Designee must have the approved Alcohol Authorization form available for inspection upon request. _____
 - d. Designee must be on site prior to the alcohol being served and stay until the alcohol is put away.
 - e. **The bartender, the Designee and the check-in person are 3 separate roles and cannot be combined.** _____
 - f. A map is provided for the setup of the site. If changes are made, then the Campus Alcohol Agent must be informed immediately. _____
 - i. If any changes occur prior to your event, then the Alcohol Authorization form must be updated and the Campus Alcohol Agent must be informed immediately. _____
 - g. If you are promoting your event via a website, newspaper, social media, radio, TV, flyers, or other public communication, you must contact the Campus Alcohol Agent immediately. _____
4. Informational:
 - a. It is a state violation to serve guests that are intoxicated. _____
 - b. Mechanism for identifying under 21: _____
 - i. Wristbands
 - ii. Hand stamps
 - iii. Nametags showing underage status
 - iv. Other: please specify _____

MRS EVENTS W/ALCOHOL SUGGESTED SIGN LOCATIONS

Lodge: Signs ▲
At the edge of Concrete Walkways. No alcohol beyond these points

Lodge



Dining Hall: Signs ★
At each end of dining hall walk ways. No alcohol beyond these points

PRIVATE EVENT
NO ALCOHOL
BEYOND THIS POINT

No one under 21 shall be served

Thank you – University of Colorado