A bartender is needed for on campus events.

- **UCCS Licensed Premise**
  - Yes
  - No Form Needed
  - Alcohol Authorization Form Needed

- **Private Event**
  - Yes
  - Special Event Permit (SEP)
    - Submit request 120 days before
    - Request permission from Office of University Counsel
  - If SEP is approved
    - Alcohol Authorization Form Needed

- **10 or Less Attendees**
  - **Individual Private Event**
    - Only with all of the following conditions:
      - No UCCS funds used
      - No one under 21 is present
      - Held in Private Space (ex. Office)
      - Alcohol is served, not sold
  - Alcohol Authorization Form Needed

- **Licensed Premise (Ex: Hotel, Restaurant)**
  - Yes
  - Alcohol Sold Separately
  - Illegal
  - University Funds Used
    - Yes
    - No Form Needed
    - Alcohol Authorization Form Needed
  - No
    - No Form Needed

- **University Funds Used**
  - Yes
    - No Form Needed
    - Alcohol Authorization Form Needed
  - No
    - No Form Needed

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**UCCS Licensed Premises**
- University Center (All Floors)
- University Center (Upper Plaza)
- Gallogly Center
- ENT Center
- Dwire 1st Floor
- Dwire 2nd Floor
- Berger Hall

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UCCS Controller’s Office; CampusAA@uccs.edu