
Alcohol at University Events Policy

Policy Sponsor:	Vice President, Finance & Administration
Policy Contact:	Director, Strategic Initiatives and Services
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Procedure:	Alcohol at University Events Procedure

Purpose

To outline Athabasca University's (the University) position, expectations and requirements with respect to the sale, service, consumption and promotion of alcohol, in order to ensure that:

1. reasonable steps are taken to host events in a safe and responsible manner for guests and Organizers of University Events;
2. reasonable steps are taken to decrease the legal liability of the University, event Organizers, staff and student groups; and
3. appropriate processes and practices exist for the orderly and efficient operation and administration of events, both on and off campus.

Definitions

AGLC	Alberta Gaming and Liquor Commission.
Community Organization	A recognized charitable or not for profit association under the definition of the Canada Revenue Agency (CRA).



Designated Location	The limited areas within Athabasca University, as identified by the License, where alcohol may be sold and consumed.
License	The Class C Institution (Post-secondary) Liquor License issued by the AGLC to the Governors of Athabasca University under Alberta's <i>Gaming and Liquor Act</i> / Regulation and administered in accordance with the <i>AGLC Licensee Handbook</i> .
Organizer	Any authorized person, office, or group who has responsibility for planning and delivery of an event. Normally, the Organizer acts in the capacity of 'host' and attends the event. Certain event-planning activities, such as ordering food and alcohol, booking space, inviting guests and so on, may be delegated. Where University Events include the sale, service and consumption of alcohol under the License, the Organizer is also responsible to ensure compliance with the terms of the University License, all relevant provincial <i>Gaming and Liquor Act</i> regulations, relevant provincial and federal laws and regulations and related rules and policies and procedures of the University.
Private Function	A function held by an individual or a private entity for a specific group, family, or collection of individuals. As such, the private group or entity is not formally affiliated with the University, nor is it a Community Organization.
University Community	Includes faculty, staff, students, alumni and guests of the University.
University Event	Gatherings that require formal planning and organization (for example: booking a venue, advertising or promoting on social media or otherwise, selling tickets or charging for entry, arranging entertainment, hiring servers) that are organized by faculty, staff acting on behalf of the University. This does not include small personal gatherings that are not University related events.
University Premises	Any facility or grounds owned or leased by the University.

Policy Statements

Athabasca University recognizes the social needs of a University Community and makes reasonable efforts to provide an environment where these needs can be met. In responding to this, the University is mindful of its health and safety, fiscal and legislative obligations with respect to the provision of alcohol at University Events.

The Governors of Athabasca University are the legal holders of, and are committed to act in accordance with, the Terms and Conditions of a Class C Institution (Post-secondary) Liquor License (The "License") for the University.



Alcoholic beverages will only be served or consumed, on University Premises as outlined under the terms and condition of the License, including those restrictions related to Designated Locations and hours of service.

Athabasca University strongly supports the position that the service, consumption and promotion of alcohol, whether on or off University Premises, must be managed in a responsible and safe manner.

Provision for the purchase, sale, service or consumption of alcohol must be in accordance with all the applicable legislation, policies and procedures.

All members of the University Community have an obligation to make legal and responsible decisions concerning their conduct and whether or not they choose to serve or consume alcohol. Accordingly, the University embraces its responsibility to heighten awareness and knowledge within its community regarding the hosting of events at which alcohol is served.

The University will approve events which include the sale, service and consumption of alcohol only when those events provide opportunities for socialization that contributes to the goals of the University. The University will not permit any event for the sole purpose or focus of which is the consumption of alcohol.

The purchase of alcohol must be in accordance with the Purchasing Policy and the Hospitality, Working Sessions/Meetings, Institutional Events and Employee Functions Policy.

The License and its use excludes events held and sponsored by Community Organizations. Community Organizations wishing to hold events on campus involving alcohol will require written approval from the Vice-President, Finance & Administration, or designate, and the service of any alcoholic beverages at these events requires that the event Organizer obtain a "Special Event Liquor License" from an agent approved by the AGLC.

Private Functions are not permitted on University Premises.

The University encourages a balance of events between those that include alcohol service and those that do not. The location and time of approved events, whether or not they include the sale, service, distribution and consumption of alcohol, shall not interfere with the University's normal academic and business schedules.

Wherever alcohol is served or consumed at a University Event, its use must be responsible, with due regard to the health, safety and well-being of all persons, and the rights of all individuals, including consumers and abstainers, will be adequately served, respected and protected.

The University will intervene when it becomes aware of an event involving alcohol which is not in compliance with this policy and related procedures, and, in particular, where the safety or rights of persons are being negatively impacted, damage to University property could occur, or University operations might be disrupted.



The University reserves the right to establish additional guidelines and regulations, beyond those stated in this policy and its related procedure in relation to any event taking place on University Premises, as well as for University-sanctioned events taking place off-campus.

The License is not transferable to any non-University groups and excludes University-sanctioned events held at locations or times not specified in the License and non-University events whether held on University Premises or not.

The Vice-President, Finance & Administration is designated as the official representative of the University for the purpose of the License. The Vice-President, Finance & Administration, or designate, shall be the only contact with the AGLC or its officers for all official communications relating to the 'License' and alcohol-related policies, procedures and approvals.

Responsibility for the administration of this policy and related procedures is delegated to the Director, Strategic Initiatives and Services.

The Organizer is responsible to ensure full compliance with all relevant Alberta *Gaming and Liquor Act* regulations, relevant provincial and federal laws and regulations and related rules, and all relevant policies and procedures of the University.

The Organizer shall be held responsible for the conduct of those attending an activity and their compliance with the Policy and related procedures. The sponsoring unit will be responsible for the payment of all charges for any damages resulting from the activity.

The Organizer and the hosting groups/individuals may be held legally and personally accountable for any liability occurring as a result of the event and violation of the License and relevant provincial and federal legislation and regulations and for adhering to this policy and its related procedures.

Failure to comply with this Policy and related procedures will result in loss of privileges associated with holding events where alcohol is served. Additional sanctions may be imposed in accordance with collective agreements and applicable University policies and procedures. Penalties for non-compliance or for violations hereunder may include disciplinary action up to and including termination and/or charges and prosecution under the appropriate provincial or federal laws by the appropriate authorities.

Applicable Legislation and Regulations

[Alberta Post-Secondary Learning Act](#)

[Alberta Gaming and Liquor Act - Revised Statutes of Alberta 2000, Chapter G-1
Gaming and Liquor Regulation - Alberta Regulation 143/1996](#)

[AGLC Licensee Handbook](#)

[Alberta Freedom of Information and Protection of Privacy Act](#)

[Government of Alberta - Public Disclosure of Travel and Expense Policy](#)

[Income Tax Act](#)



Related References, Policies, Procedures and Forms

[Alcohol at University Events Procedure](#)

[Allocation and Utilization of Space/Furnishings and Equipment Policy](#)

[Code of Conduct for Members of the University Community](#)

[Contract Administration Policy](#)

[Delegation of Expenditure Approval Authority Policy](#)

[Employee Gift Expenditure Policy](#)

[Fraud and Financial Irregularity Policy](#)

[General Security Policy](#)

[Occupational Health and Safety Policy](#)

[Purchasing Policy](#)

[Expense Reimbursement Policy](#)

History

Executive Group, May 8, 2017 (approved)