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## Alcohol at University Events Procedure

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<b>Policy Sponsor:</b>	Vice President, Finance & Administration
<b>Name of Parent Policy:</b>	<a href="#">Alcohol at University Events Policy</a>
<b>Policy Contact:</b>	Director, Strategic Initiatives and Services
<b>Procedure Contact:</b>	Director, Strategic Initiatives and Services
<b>Effective Date of Procedures:</b>	May 8, 2017
<b>Review Date:</b>	Biennially

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### Purpose

To outline the procedures to be followed with respect to organizing and conducting of events at Athabasca University (the University) involving 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 minimize 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

<b>AGLC</b>	Alberta Gaming and Liquor Commission.
<b>Community Organization</b>	A recognized charitable or not for profit association under the definition of the Canada Revenue Agency (CRA).
<b>Designated Location</b>	The limited areas within Athabasca University, as identified by the License, where alcohol may be sold and consumed.



<b>License</b>	The Class C Institution (Post-secondary) Liquor License issued by the AGLC to the Governors of Athabasca University under Alberta's Gaming and Liquor Act / Regulation and administered in accordance with the AGLC Licensee Handbook.
<b>Organizer</b>	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.
<b>Private Function</b>	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.
<b>University Community</b>	Includes faculty, staff, students, alumni and guests of the University.
<b>University Event</b>	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.
<b>University Premises</b>	Any facility or grounds owned or leased by the University.

## **Procedure**

### **General**

The Organizer is responsible to ensure that all individuals involved in the planning, promotion and hosting of the event are aware of, and comply with, this procedure, its parent policy and all related policies.

The Organizer is responsible to ensure that all individuals involved in the planning, promotion and hosting of the event are aware of, and comply with, the *AGLC Policies and Procedures for Licenses and Permits*. (A 'quick reference guide is provided as '[Appendix A](#)' to this Procedure.) Organizers should refer to the *AGLC Licensee Handbook* for complete and up-to-date requirements. <https://aglc.ca/sites/aglc.ca/files/2017-08/Liquor%20Licencee%20Handbook%20Aug%202017.pdf>



The Organizer is responsible to ensure that any individual who will be serving alcohol at an event is an authorized alcohol provider, who has completed a formal, approved alcohol server training program, such as ProServe Liquor Staff Training, which is Alberta's responsible liquor sales and service program. The ProServe Liquor Staff Training can be completed online at <http://proserve.aglc.ca/Index.aspx?tabid=13&sc=ASIPOL>

The storage of alcohol on University Premises prior to or following an event must be approved by the Director, Strategic Initiatives and Services and must be in a secure, locked environment.

### **Alcohol Event Request and Approval Process:**

The Organizer of University Events involving the sale, service, consumption or distribution of alcohol must submit a Service Request Form online through <http://intra.athabascau.ca/depts/facilities/forms/maintenance.php> to the Director, Strategic Initiatives and Services for approval for use of the Athabasca University Liquor License no later than ten (10) business days prior to the event.

A recommendation for approval in writing from the senior manager of the department or unit hosting an event is required and must accompany any Service Request Form. Requests submitted without the Form or this recommendation for approval will be rejected.

The Organizer will assess the need for, and indicate on the Service Request Form, any event security and safety measures beyond those required in this procedure, in which case consultation is to occur with the Director, Strategic Initiatives and Services.

The Director, Strategic Initiatives and Services will review the Service Request Form to ensure the event complies with the requirements of this procedure and related policy, decide whether to approve or not approve the request on that basis and inform the Organizer of the decision in writing.

Following the approval of the Service Request Form, the Organizer is permitted, under the License, to purchase alcohol from the AGLC (or an otherwise approved agent of the AGLC) for the sole purpose of the event. The Organizer is advised to retain all vendor receipts for purchases of alcohol. The purchase and reimbursement for purchase is to be in accordance with the Purchasing Policy and the Travel and Expense Claim Policy.

### **Designated Locations:**

Under the terms of the License, the sale and consumption of alcohol is only permitted in the following Designated Locations:

- AU MAIN CENTRAL BUILDING - Athabasca:
  - Office of the President area – including the hallway in the north section of the ground floor and Rooms 107L and 105M;
  - President's Boardroom in the north section of the ground floor;
  - Galleria/Main Reception area on the ground floor, including the second floor;
  - Governing Council Chambers on the ground floor;
  - Cafeteria in the northwest section of the ground floor;
  - Willow Boardroom on the second floor.



- AU HOUSE – Athabasca:
  - Living Room located in the central section of the lower ground floor;
  - Outdoor Patio off the east side of the lower ground floor with an occupant load of 12;
  - Living and dining areas located in the central section of the ground floor;
  - Balcony off the east section on the ground floor with an occupant load of 12;
  - Kitchen on the ground floor;
  - Covered deck on the east side of the family room.
- TIM BYRNE CENTRE – Athabasca:
  - Lunch Room in the north section of the ground floor;
  - Board Room in the northeast section of the ground floor.
- ACADEMIC RESEARCH CENTRE (ARC) – Athabasca:
  - Served, Lounge, Gallery, Lobby, Reception Area and the Large Meeting Rooms on the main floor;
  - Atrium circulation and bridges, reception area, Reading Room and Large Meeting Rooms on the second floor;
  - Atrium circulation and bridges, reception area, and Large Meeting Rooms on the third floor.

**NOTE:** Designated Locations may change on periodic renewal of the License. Organizers will be advised on submitting a Service Request Form whether their preferred location is a Designated Location.

Any University sponsored event which is to be held outside the Designated Locations as specified on the License (which applies to any event at the Calgary, Edmonton Downtown or Edmonton North campuses, or University sanctioned events at other locations) will require University approval, which is to be obtained through the submission of an online Service Request Form <http://intra.athabascau.ca/depts/facilities/forms/maintenance.php> as noted above. In such cases the Director, Strategic Initiatives and Services, will request a Special Event Liquor License permit, or an extension of the License from the AGLC.

**Service Hours (Maximum):**

The sale and consumption of alcohol is only permitted during the following hours:

Monday to Sunday: 12:00 pm to 11:00 pm.

**During an Event Involving Alcohol:**

The Organizers of events involving alcohol are responsible for mitigating all foreseeable risk to individuals attending an event. Therefore, the Organizers must ensure the following criteria and guidelines are met during each event:

- Organizers are to be present throughout the duration of their events.
- Keep attendance at a reasonable and responsible level in accordance with the limits set by the Office of the Fire Commissioner and the AGLC.



- Limit the amount of alcohol available. Provide non-alcoholic beverages for the duration of the event. At a minimum, provide finger food for events between one (1) and three (3) hours duration. Provide a meal or food equivalent to a meal for events in excess of three (3) hours.
- Server(s) are to refrain from consuming alcohol prior to serving and until serving duties have finished for the event.
- Ensure that all alcohol served is opened.
- Ensure that attendees do not remove opened alcohol from the event.
- Refuse admission to any person who appears to be intoxicated.
- Take all reasonable steps to ensure that any individual in attendance who appears to be intoxicated is given whatever assistance is required to prevent injury to themselves and others, including:
  - encouraging the consumption of non-alcoholic beverages as well as food,
  - monitoring and communicating with the individual during the event regarding not driving, particularly as the individual is leaving, and
  - ensuring safe ride options are available.
- Refuse alcohol service to any person who appears to be intoxicated.
- Should an individual in attendance be unresponsive to directions given, become disruptive or unruly, or require medical attention beyond basics first aid, contact medical or police services if required.
- At the end of the event, discard all served, unconsumed alcohol.
- Report to Occupational Health and Safety, in writing, any accident or incidents that occurred during the event, on the next business day.

### **Community Organizations:**

Community Organizations wishing to hold events on University Premises are required to submit an [External Use of Facilities Application Form](#) to the Director, Strategic Initiatives and Services for review no later than ten (10) business days prior to the event.

The Director, Strategic Initiatives and Services will review the External Use of Facilities Application Form to ensure the event complies with requirements of this procedure and related policy and will decide whether or not to recommend approval to the Vice-President, Finance & Administration (or designate).

If approved, the Community Organization will be required to sign an [External Use of Facilities Agreement](#).

Prior to being permitted to sell, serve or consume alcohol at an event on University Premises the Community Organization is required to obtain a “Special Event Liquor License” from an agent approved by the AGLC. In order to obtain a “Special Event Liquor License” permit from the AGLC,



the Organizer must contact the Director, Strategic Initiatives and Services to obtain the permission of the University to do so.

Community Organizations are required to adhere to all the requirements outlined in this procedure.

Community Organizations are required to have in place general liability insurance coverage, covering events where alcohol will be served, in an amount not less than \$2 million. The University shall be named as an additional insured and the Community Organization shall provide the University with a Certificate of Insurance evidencing such coverage.

### **Applicable Legislation and Regulations**

[Alberta Post-Secondary Learning Act](#)

[Athabasca University Regulation - Alberta Regulation 50/2004](#)

[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 Policy](#)

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

[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)



## APPENDIX A

### AGLC Policies and Procedures for Licenses and Permits

<http://aglc.ca/licences/classC.asp>

The following are only SOME of the general AGLC regulations which apply to License and permit holders. For the complete and up-to-date requirements, please refer to the AGLC Licensee Handbook at: [http://aglc.ca/pdf/handbooks/liquor\\_Licencee\\_handbook.pdf](http://aglc.ca/pdf/handbooks/liquor_Licencee_handbook.pdf)

1. The University Liquor License or a special AGLC/University approval of events at which alcohol is to be consumed must be available for display on request by the ALCB Inspector or a patron at an event along with the Certificate of Occupant Load.
2. Patrons are not allowed to leave the licensed area with alcohol. Consumption of alcoholic beverages is permitted only within the area licensed or approved for the event.
3. Admission to Licensed or Special Event permit events is restricted to members and guests of the sponsoring group, and any advertising must so indicate. Under the institutional Liquor License at Athabasca University, admission to events is restricted to University members and their invited guests.
4. Attendance must not exceed the occupant capacity of the room used, or the limit approved for the event, including patio extensions.
5. Hot or cold food must be made available in a reasonable quantity and promoted to those attending.
6. Service practices should help detect intoxicated individuals, as it is an offence under the Gaming and Liquor Act to serve alcohol to an intoxicated person. The Organizer and/or the server may also be liable under civil law.
7. Individuals, whose behavior becomes quarrelsome, riotous or disorderly, are to be refused alcohol service and removed from the premises.
8. Non-alcoholic beverages must be available and featured as prominently as the alcohol beverages.
9. Direct access to alcoholic beverages is to be limited to the designated, properly trained, servers.
10. No activity shall be permitted that would promote immoderate consumption of alcohol (open bars, drinking competitions, drinking games etc.).
11. The AGLC guidelines do not restrict minors from entering or being in Class 'B' or 'C' Licensed premises, but it is an offence under the Gaming and Liquor Act to provide alcohol to anyone under the age of 18. A condition prohibiting minors from entering may be imposed by the Licensee.
12. The AGLC may, in its discretion, with or without a hearing, for any reason it considers sufficient, suspend or cancel any License or permit. Each action, order, ruling or decision of the AGLC is final.