



## Policies and Procedures FOOD SERVICES

### Alcohol

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**Appendix A: AGLC Regulations for Licenses and Permits**

**For the Application for the Serving of Alcohol, visit**

[https://uleth.qualtrics.com/jfe/form/SV\\_0ChItNAJxpIJeji](https://uleth.qualtrics.com/jfe/form/SV_0ChItNAJxpIJeji)

AUTHORITY:	RESPONSIBILITY:	EFFECTIVE DATE:	RELATED POLICIES:
Board of Governors  <u>Prior Approvals</u> GFC Nov. 3/03 Deans' Oct. 29/03 Directors' Oct. 1/03 Pres. Exec. Aug. 25/03	Vice President (Finance & Admin.)	Dec. 18, 2003  Supercedes Policy dated Oct. 21, 1999	-Facilities Use and Rental -Provision of Food and Alcohol Services -Students' Union Building Agreement -Zoo Pub Operating Guidelines -Signage & Advertising in University Facilities

## **INTRODUCTION**

Social gatherings of The University of Lethbridge that include alcohol are permitted when they provide for opportunities for socialization that contribute to the goals of the University.

While the University of Lethbridge recognizes that alcohol use is primarily the responsibility of individuals, it is concerned about the welfare of its members and requires its students, faculty, staff or guests to make legal and responsible decisions about the service and consumption of alcohol.

The philosophies and requirements outlined in this policy are intended to manage alcohol use on campus<sup>1</sup> (Lethbridge and Calgary) and at University sanctioned events off campus in a way that is consistent with the law, the terms of its licenses, other relevant policies, and that protects the University from liability with respect to alcohol-related incidents.

## **2. OBJECTIVES**

The objectives of The University of Lethbridge Alcohol Policy are as follows:

- 2.1 To promote the health and safety and protection of the members of the University community and the public.
- 2.2 To endorse self-responsibility and respect for others in the use of alcohol.
- 2.3 To discourage high-risk alcohol related practices that:
  - endanger individuals,
  - interferes with academic and other University activity, or
  - results in damage to University property.
- 2.4 To encourage responsible decisions and harm reducing attitudes and activities that are alcohol related, through appropriate educational programs.

## **3. IMPLEMENTATION OF OBJECTIVES**

The University makes reasonable efforts to implement the Objectives by:

- 3.1 Requiring prior approval for each event where alcohol will be served to ensure compliance with legislative, contractual, and policy requirements. (See Section 7)
- 3.2 Requiring that the Students' Union has and complies with all alcohol service contractual agreements with the University.

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<sup>1</sup> Campus refers to the Lethbridge campus unless otherwise noted.

- 3.3 Holding individuals and groups accountable for adhering to this policy and/or provincial law. All groups hosting events with alcohol are responsible for full compliance with the provisions of this policy and the *Alberta Gaming and Liquor Act and Regulation*. Penalties for non-compliance may include charges and prosecution under the appropriate provincial laws, and University disciplinary action as outlined in the *Student Discipline Policy*, employment manuals and / or contracts governing conditions of employment.
- 3.4 Refusing permission to hold an event or cancelling an approved event, and empowering:
  - 3.4.1 University Security Officers or
  - 3.4.2 the Students' Union, with University Security assistance if requested, in the case of a Students' Union-sponsored event,to terminate an event if the conditions of this policy are violated.
- 3.5 Ensuring that authorized alcohol providers (according to the *Provision of Food & Alcohol Services policy*) maintain a formal, University-approved training program for alcohol service and that any bartending staff or servers providing alcohol service have successfully completed this training program.
- 3.6 Minimizing the dependence of budgets on alcohol-related sales or sponsorships AND requiring the responsible use of budgets on alcohol-related expenditures.
- 3.7 Restricting the advertising and promotion of alcohol on campus.
- 3.8 Preventing social events whose principal purpose is the consumption of alcohol.
- 3.9 Encouraging a balance between alcoholic and non-alcoholic service facilities and programs so that the rights of all individuals, consumers and abstainers, will be adequately served and protected.
- 3.10 Providing access to information and resources for those concerned about their alcohol use.
- 3.11 Establishing and maintaining an Alcohol Awareness Committee whose mandate is to promote a healthy community by taking a preventative stance to high-risk drinking and provide leadership to students in this area by initiating practical programming that assists in educating the University Community on alcohol issues.

#### **4. RESPONSIBILITY FOR ENFORCING POLICY**

Responsibility for ensuring that the Alcohol Policy is followed lies with those departments, units, or groups that participate in the planning, promotion, or approval of alcohol-related events. Such groups or individuals are expected to use reasonable judgment in deciding whether or not the event or activity will violate the goals or objectives of the University, the *Alberta Gaming and Liquor Act and Regulation*, or the *Alberta Gaming and Liquor Commission (AGLC) Licensee Handbook Policy and Procedures*. If users do not accept

the department or unit's decision, an appeal can be made to the Vice-President (Finance & Administration).

#### 4.1 Senior Administration

It is the responsibility of Senior Administration to address the issue of alcohol from a broad perspective, making clear the University's position with respect to the appropriateness of alcohol use at University sponsored activities directly related to the educational, public service, advancement, or research events of the University.

#### 4.2 Deans, Directors, Department Chairs, and Students' Union Manager

It is the responsibility of these individuals to authorize events on behalf of the University by supporting and approving at the department level an application for the service when such events are in agreement with this policy. 'Alcohol Application' form.

#### 4.3 Alcohol Awareness Committee

It is the responsibility of the Alcohol Awareness Committee to foster partnerships among students, faculties, schools and administrative units to develop practical alcohol education programs on campus that enable informed decision-making and minimize negative alcohol-related consequences for The University of Lethbridge and its community.

#### 4.4 Students' Union

The Students' Union is responsible for ensuring that any alcohol service is in accordance with this policy and provided by staff who have completed the University-approved training program. Alcohol-related events must be conducted in a manner that complies diligently with all Alcoholic Beverage Service Agreements (*Students' Union Building Agreement*, the *Zoo Pub Operating Guidelines*) and other relevant laws and University regulations. Furthermore, the Students' Union is responsible for providing to students and Students' Union-ratified clubs all relevant information regarding the *University's Alcohol Policy* and requiring that their activities adhere to this policy.

#### 4.5 Food Services

When events are booked through Food Services, it is the responsibility of Food Services to ensure that any alcohol service is approved in accordance with this policy and provided by staff who have completed the University-approved training program. Food Services will inform its clients when and how to obtain an appropriate extension to the University License or a "Special Event Liquor License", if required.

#### 4.6 Space Booking Units

Space Booking Units (as specified in the *University Facilities – Use and Rental Policy*) are responsible for ensuring that all events they book, at which alcohol

consumption will take place, comply with the provisions of this policy. Particularly, to obtain full details of the purpose of the rental, making every reasonable attempt to determine whether alcohol will be involved or not.

#### 4.7 Groups Obtaining a Special Event License

All groups hosting an event with a Special Event License are responsible for obtaining the necessary approvals for the service of alcohol and ensuring an alcohol application is submitted and that service is provided by staff who have completed the University-approved training program and is in accordance with *Alberta Gaming and Liquor Act and Regulation*, AGLC policy and procedures, and this policy.

#### 4.8 Department of Information Technology

The Department of Information Technology is responsible for ensuring that all University Web pages, including inserted links and submissions to the Notice Board conform to the Alcohol Policy and the *AGLC's Advertising Guidelines* ([Licensee Handbook Section 9](#)) prior to being put online.

#### 4.9 Campus Safety- Insurance & Risk

Campus Safety Insurance & Risk, as the designated representative (contact) of the University, shall be the only contact with the AGLC or its officials for all official communications relating to alcohol-related policies, procedures, approvals, advertising and Liquor Licenses.

Campus Safety- Insurance & Risk is responsible for:

- 4.9.1 promoting and monitoring the implementation of the Alcohol Policy;
- 4.9.2 processing all applications for the serving of Alcohol and granting final approval when requirements are met;
- 4.9.3 advising and assisting with risk management and License requirements for University sanctioned functions off-campus and on Calgary Campuses
- 4.9.4 obtaining approval from AGLC for an extension to the University Liquor License for alcohol service outside the licensed hours (theatre license only) or licensed areas
- 4.9.5 arranging for annual renewal of the University Liquor Licenses and ensuring the Alcohol Policy is updated for changes in AGLC policy and procedure;
- 4.9.6 requesting advice from the AGLC on appeals or alcohol-related matters that require clarification;
- 4.9.7 authorizing the removal of any advertisements, posted anywhere on campus, that do not conform to policy, procedures and regulations as noted above;
- 4.9.8 investigating and acting upon any complaints made regarding violation of the Alcohol Policy.

#### 4.10 University Security Services

University Security Representatives may be called upon to assist in removing individuals, groups or materials that violate laws and/or the University regulations regarding alcohol use or promotion. Where alcohol is being served at an event without the required approval, University Security Representatives are authorized to take whatever reasonable actions necessary to remove it and/or terminate the event.

### 5. UNIVERSITY REGULATIONS

5.1 The University reserves the right to establish guidelines and regulations regarding frequency of and conditions to be applied to any event taking place on its campuses as well as for University sanctioned events off campus where alcohol is to be served.

5.2 Advertising of alcohol-related events on-campus;

5.2.1 by external drinking establishments or any entity not directly affiliated with the University, is limited to the Meliorist or CKUL unless otherwise approved as per the *Signage & Advertising In University Facilities Policy* and must comply with *AGLC Advertising Guidelines* ([Licensee Handbook Section 9](#)).

5.2.2 by University or Students' Union groups must comply with the *Signage & Advertising In University Facilities Policy* and the *AGLC Advertising Guidelines* ([Licensee Handbook Section 9](#)).

It is not necessary to seek approval for each advertisement if it complies with AGLC Guidelines. University Administration reserves the right to refuse to allow advertising which is in conflict with standards of good taste, or which espouse actions or advertise activities contrary to individual personal rights and freedoms, or any applicable legislation or University policy. If there are concerns regarding the content of the advertisement, contact Campus Safety- Insurance & Risk for guidance and approval.

5.3 World Wide Web pages implemented or maintained by the University of Lethbridge must comply with the advertising restrictions specified above.

5.4 Alcohol is not to be used as the focus of any club or University-related group, nor the means of recruiting club members.

5.5 The person named as the "key contact" in the 'Alcohol Application' must be present and available for the duration of the event and have read and understood this policy.

5.6 It is recommended that admission tickets to an alcohol-related event be pre-sold in order to provide for proper planning and greater control of large events.

5.7 Alcoholic beverages, when sold, must not be at a price that is below cost.

- 5.8 Room C-410 in University Hall Residence and room P-119 in Piikani Residence are recognized as being part of the students' home. In this capacity, a small number (up to 15) of only Residence students and their invited guests may consume alcohol in these rooms without requiring an extension to the license or an approved alcohol server. Similarly, in the University of Lethbridge Faculty Association (a separate corporate entity) quarters (D-472), the Executive and a small number of invited guests may consume alcohol on an occasional basis without requiring application for extension to the license or an approved alcohol server. Under all circumstances, all University License regulations, policies, and procedures are in effect.
- 5.9 Student groups applying to host events where alcoholic beverages are served on campus must be recognized and sanctioned by the Students' Union. Events sponsored by other groups, University or non-University, must be arranged through Conference Services, Food Services or the Students' Union.

## 6. LIQUOR LICENCES

The University of Lethbridge Board of Governors has two licenses for the sale and consumption of alcohol; a Class C - Institution License and a Class B - Theatre License. These licenses are approved under the *Alberta Gaming and Liquor Act and Regulation* and are administered in accordance with the *AGLC Licensee Handbook*.

### 6.1 AGLC Licensee Policies & Procedures

Appendix A highlights some of the general AGLC policies and procedures for licence and permit holders for quick reference. Refer to the [AGLC Licensee Handbook](#) for complete and up-to-date requirements. Those individuals conducting events where alcohol is being served have the responsibility of ensuring that they are familiar with and adhere to all applicable AGLC policies and procedures.

### 6.2 Institution (Post Secondary) License – Class C:

This license provides for the service of beverage alcohol at University events on campus. The University is authorized to purchase all kinds of alcohol from the AGLC (or as otherwise approved by the AGLC), and to sell and allow consumption thereof during the maximum hours and in the areas described below.

#### **Maximum alcohol service hours and restrictions:**

Monday to Sunday: 10:00 a.m. to 2:00 a.m., consumption to 3:00 a.m. Patio Alcohol service authorized to 12:00 midnight, consumption till 1:00 am. More restrictive hours may be imposed in accordance with the *University Facilities -Use and Rental Policy* or other agreements.

Extended hours of service may be authorized in accordance with the procedures outlined in Section 7 of this Policy.

**Licensed Premises:**

Designated areas and areas for use on special occasions are as listed on the “Alcohol Application” Form in Appendix B. Please contact Campus Safety- Insurance & Risk for further information surrounding licensed areas.

6.3 Theatre License - Class B:

The theatre license provides for the service of beverage alcohol to the general public in premises that require an entrance fee. Under this license, the University is authorized to purchase all kinds of alcohol from the AGLC, (or as otherwise approved by the AGLC), and to sell and allow consumption thereof during the maximum hours and in the areas described below.

**Maximum alcohol service hours and restrictions:**

Two hours before opening curtain until final curtain.

**Licensed Premises:**

Designated areas and areas for use on special occasions are generally the theatre lobbies as listed on the “Alcohol Application” Form. Contact Campus Safety- Insurance & Risk for information surrounding the University licensed premises.

6.4 Special Permits & Extensions

The University’s Institution and Theatre licenses do not apply to certain types of events. Special permits and extensions, issued by the AGLC, are required for the service of beverage alcohol at:

6.4.1 University of Lethbridge events on Calgary campuses.

The University’s Liquor Licenses provide for the University of Lethbridge campus only. Contact Campus Safety- Insurance & Risk for license requirements on Calgary campuses.

6.4.2 On-campus events where the hours (theatre only) and/or areas are outside of the approved licenses.

On an occasional basis, the University may authorize an extension of the Institution or Theatre Licenses if the hours or areas of alcohol service and consumption are outside those approved. This extension is subject to the approval of the University and the AGLC and must be obtained through the office of Campus Safety- Insurance & Risk.

6.4.3 On-campus non-University events such as weddings, banquets and externally sponsored events;



Because the University's Institution License is not transferable to non-University groups, non-University events require a "Special Event Liquor License", which must be obtained under the direction of Food Services or the Students' Union (for events in the Student's Union Building).

6.4.4 Off-campus University events at unlicensed premises (excluding private homes).

Because the University's Licenses are not applicable to off-campus events, off-campus University events have special license requirements. Contact the Campus Safety- Insurance & Risk Office for specifics on the type of license required and how to obtain it.

## 7. APPROVAL PROCEDURE

### 7.1 Contexts

There are three contexts in which, as a matter of policy, alcohol may be permitted on campus and at University sanctioned events off campus:

#### 7.1.1 University of Lethbridge Student Residences

The possession and consumption of alcohol in Student Residences is governed by the *University of Lethbridge Residence Policies and Procedures*. Generally alcohol is allowed by residence students and their invited guests only in private living spaces (with the exception of substance free floors), and common areas P-119, and C-410 as noted in 5.8. Use of alcohol in all other residence common areas requires application and approval from both, Housing Services AND as outlined below.

#### 7.1.2 Zoo Pub

The Zoo Pub is licensed under the University's Class C liquor license and managed by the Students' Union in accordance with the *Students' Union Building Agreement and the Zoo Pub Operating Guidelines*. Events held in the Zoo Pub (Students' Union Building Ballroom C) do not require approval as outlined below.

#### 7.1.3 Other Events

**With the exception of the above two, all other contexts in which alcohol is served on campus AND at University sanctioned events off campus, at either unlicensed premises or private residences, requires prior application and specific approval as outlined below.**

### 7.2 Application for the Serving of Alcohol

An "Alcohol Application" form must be completed and sent to Campus Safety-Insurance & Risk Services for approval at least seven (7) business days prior to the scheduled event. (More notice may be required for extra-ordinary events that require additional planning). This application form must contain the

name of a key contact person who will be present for the duration of the event, as well as the authorizing signature of the appropriate University supervisor.

Note that an application does not guarantee an approval will be granted.

The Alcohol Application may be completed online at the following link forms are available from the Campus Safety- Insurance & Risk Services Office or on the Risk & Safety Services Web Site

[\[https://uleth.qualtrics.com/jfe/form/SV\\_0ChltNAJxpIJefj\]](https://uleth.qualtrics.com/jfe/form/SV_0ChltNAJxpIJefj).

### 7.3 Conditions for Alcohol Service:

Alcohol Service must comply with the *Provision of Food and Alcohol Service Policy*. Fully trained bartending staff (who have completed a University-approved training program) are required at all events to ensure that alcohol is managed and served in accordance with this policy.

All approvals must be posted and clearly visible at each event.

**AGLC Policies and Procedures for Licenses and Permits**

The following are only **SOME** of the general AGLC regulations for licence and permit holders. Refer to the AGLC Licensee Handbook at [http://www.aglc.gov.ab.ca/pdf/handbooks/licensee\\_handbook.pdf](http://www.aglc.gov.ab.ca/pdf/handbooks/licensee_handbook.pdf) for complete and up-to-date requirements.

1. The University Liquor License and special AGLC/University approval of events at which alcohol is to be consumed must be posted and clearly visible at each 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 permit events is restricted to members and guests of the sponsoring group, and any advertising must so indicate. Under the Institution License at the University of Lethbridge, 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, except for Theatre events in the University Theatre Lobbies covered by a Class B License, which specifies that food service is not mandatory.
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 server may also be liable under civil law.
7. Individuals, whose behaviour becomes quarrelsome, riotous or disorderly, will be refused alcohol service and removed from the premise.
8. Non-alcoholic beverages must be available and featured as prominently as the alcoholic 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.