



**The University of British Columbia
Board of Governors**

Policy No.:

13

Approval Date:

May 1998

Last Revision:

June 2005

Responsible Executive:

All Vice-Presidents

Title:

**Serving and Consumption of Alcohol at University Events
or on University Premises**

Background & Purposes:

While permitting reasonable consumption of alcohol in certain circumstances, the University discourages abuse and encourages responsibility on the part of those who choose to drink. The University is committed to promoting the health and well-being of the University population. All members of the University population, including all visitors and guests have an obligation to make responsible decisions concerning alcohol.

Alcohol abuse can lead to serious and complex health and social problems. Accordingly, the University promotes education and awareness about alcohol use. The University does not condone any social function that has as a purpose or focus the over-consumption of alcohol. Alternative activities, events and social functions that do not involve alcohol are encouraged to promote the health and well-being of all members of the community.

The purpose of this Policy is as follows:

- to promote the health and safety of faculty, staff, students, visitors and guests to the campus;
- to promote a greater understanding and awareness of the need for each member of the University population who consumes alcohol, to do so in a responsible manner;
- to ensure appropriate training and education for those involved in the serving or provision of alcohol;
- to establish procedures to be followed in planning and holding functions at which alcohol will be served; and
- to give members of the University population an understanding of the legal issues involved with the use of alcohol and to ensure that providers and users of alcohol are aware of the potential legal issues involved.

1. General

- 1.1. This policy applies to all members of the University population participating in any way in the serving or consumption of alcohol. Members of the University population include faculty, staff, students, visitors and guests. Each member of the University population is responsible for his/her own conduct. Nothing in this policy or its procedures is to be taken as creating or imposing any liability at law or in equity upon the University for violation of this policy by any member of the University population.
- 1.2. Those who serve and those who consume alcohol on University premises and at University-associated functions must act in a responsible manner, with due regard to the safety of all concerned, and the maintenance of healthy lifestyles. The person organizing the function should be aware that based upon

recent court decisions, he/she as well as the University could be held vicariously liable for injury or death caused by over-consumption of alcohol at such a function. The organizer must minimize the risk of such liability by understanding and following this policy and by exercising due diligence. In addition, those who serve and those who consume alcohol on University premises and at University-associated functions must comply with all legal requirements, all requirements of this policy, and any requirements established by the administrative head of unit having authority over the space within which the function is to be held. The University encourages all members of the University population to inform themselves with respect to the foregoing. Information on the *Serving it Right* program, a joint initiative of the provincial government and the hospitality industry, is available by calling 1-800-665-8883. Information on the *Designated Driver* program is available from the Insurance Corporation of British Columbia (Regional Loss Prevention Coordinator) at 871-2437. A pamphlet entitled *Special Occasion Licences - Serving it Right* is available from Liquor Control Board Outlets.

- 1.3. This policy contemplates four general sets of circumstances relevant to the University in which alcohol may be served. First, the University, the Alma Mater Society, and the Graduate Student Society operate licensed food and beverage outlets in accordance with the terms of licences granted pursuant to the *Liquor Control and Licensing Act*. Second, members of the University population who live on a University campus (including for example, students in residence) may wish to serve or consume alcohol within their lodgings. Third, members of the University population may wish to organize a function on University premises (other than within their own lodgings) at which alcohol may be served or consumed. Fourth, members of the University population may wish to organize a function at which alcohol may be served that is not on University premises but which is nonetheless associated with the University in some way.
- 1.4. In the first category, the Alma Mater Society, the Graduate Society and certain units of the University are covered by a well-established system of licensing. The licenses are associated specifically with the applicable outlets and are held in the name of the relevant organization or as may otherwise be agreed upon amongst these parties. Compliance with the terms of these licences is an institutional matter. Campus Planning & Development (Permits and Inspections) shall have responsibility on behalf of UBC Vancouver and the Facilities Management Department (Permits and Inspections) shall have responsibility on behalf of UBC Okanagan for developing and managing procedures in respect of such licensed premises and shall have responsibility on behalf of the University for working with the province's Liquor Control and Licensing Branch with respect to obtaining and administering such licences. The Vice President having responsibility for the applicable food and beverage outlet must approve each application for such a licence or for the renewal of such a licence in writing.
- 1.5. In the second category, residents within the jurisdiction are governed by the terms of their agreements with the University. Without limiting the generality of the foregoing, students living in residence are covered by a Student Residence contract and are covered by the terms of that contract while at their lodgings in residence. The Director of Housing and Conferences shall have responsibility on behalf of the University for developing and managing procedures in respect of the serving and consumption of alcohol in premises under his/her jurisdiction. [Note: Green College and St. John's College contain licenced areas (as in category 1 above). The Principals of these colleges are responsible on behalf of the University for developing and managing procedures in respect of the serving and consumption of alcohol in premises under his/her jurisdiction.]
- 1.6. In the third category, the member of the University population including all visitors and guests who wishes to organize a function at which alcohol may be served or consumed on University premises (other than at one of the aforementioned licensed outlets) must obtain a *Special Occasion Licence* in accordance with the *Liquor Control and Licensing Act*. That person shall be named as the licensee and shall be personally responsible for compliance with the terms of the *Special Occasion Licence* and all other alcohol-related matters related to the function, including the conduct of visitors and guests. The University's involvement shall be limited to the granting of permission to hold a licensed function on its premises. The serving or

consumption of alcohol at unlicensed functions on University premises is illegal, and can lead to serious consequences. The procedure to be followed to obtain the University's permission to use its premises is set forth below under the heading *Procedures - Special Occasions on University Premises*.

- 1.7. In the fourth category, the member of the University population who wishes to organize a function at which alcohol may be served that is not on University premises but which is nonetheless associated with the University may do so at a licensed establishment (including for example, a public restaurant that has a licence to serve alcohol pursuant to the *Liquor Control and Licensing Act*) or in his/her private home. Where the function is held at a licensed establishment, the establishment and its employees assume direct responsibility and liability for compliance with the terms of its licence and all applicable legislation. Nonetheless, the person organizing the function also has a personal responsibility for ensuring that participants do not consume excessive amounts of alcohol. When University-associated functions are held in a private home of a person, that person, as the host of the event, is responsible for ensuring the safety of all participants and for ensuring that alcohol is not served to impaired or under-age individuals.

PROCEDURES

Approved: May 1998

Revised: June 2005

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."

1. General

- 1.1. The Organizer shall complete a *Request for University Permission to Hold a Function Where Alcohol Will Be Served* (the "Request Form") in his/her own name. The Request Form is available on line at <http://students.ubc.ca/facultystaff/bookings.cfm?page=liquor> or may be obtained from Classroom Services, Brock Hall for UBC Vancouver and from the Department of Facilities Management at UBC Okanagan. The Organizer shall submit the completed Request Form to the applicable University authority(ies) not less than two weeks prior to the date of the function.
- 1.2. If the University authority(ies) is prepared to authorize the function, he/she shall indicate such permission by signing the Request Form in the space provided. The applicable University authority(ies) may impose conditions on the granting of such permission in which case such conditions shall be set forth in writing. The University authority(ies) shall return the original documents to the Organizer and retain copies for the University's records.
- 1.3. The Organizer shall submit the original signed Request Form to the applicable University booking office for verification of signature and room capacity. In most cases the applicable booking office will be Classroom Services for UBC Vancouver and the Department of Facilities Management at UBC Okanagan.
- 1.4. Upon verification by the appropriate University booking office, the Organizer shall submit a copy of his/her *Serving it Right licensee* certificate, along with a completed Request Form and an *Application for Special Occasion Licence* (the "Application") to the Royal Canadian Mounted Police. (The Application is available from RCMP or from any Liquor Control Board outlet). If the RCMP approves the Application they will endorse it in the space provided.
- 1.5. Upon receipt of such endorsement, the Organizer shall submit the Application to the Manager of a British Columbia Liquor Store, who will issue a *Special Occasion Licence*.
- 1.6. The Organizer shall be fully responsible for complying with all applicable legislation, the terms of the *Special Occasion Licence*, the policy and procedures set forth herein, and any other conditions or requirements established by the applicable University authority(ies) or by the administrative head of unit having authority over the space within which the function is to be held. Without limiting the generality of the foregoing, the Organizer shall build community around the function by being inclusive and supportive of those members of the University population who cannot or choose not to drink alcohol, including for example, pregnant women, persons who are under-aged, and individuals who are driving.