

Policy Number	6.4.1
Approval Body	Executive Committee
Policy Officer	VP Finance + Administration
Approval Date	January 2004

---

## 6.4.1 ALCOHOL CONSUMPTION ON CAMPUS PROCEDURES

---

### ENABLING POLICY

6.4 Alcohol Consumption on Campus

### PROCEDURES

#### A. GENERAL RULES

1. Alcohol must not be served or consumed by any person on Emily Carr University of Art + Design (University) campus or at University sponsored event off campus, except in an area covered by a Special Occasion License, at an event authorized by the Vice President, Finance + Administration or his or her designate and in accordance with Institute Policy 6.4 and; Procedures 6.4.1 and Facilities Department Guidelines. Prior approval for all events must be obtained from Facilities in accordance with the Guidelines.
2. The person named as the licensee in the Special Occasion License shall be personally responsible for compliance with the terms of the Special Occasion License and all other alcohol related matters related to the functions, 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 service or consumption of alcohol at unlicensed functions at University premises or associated premises is illegal.
3. The following rules apply to all persons serving or consuming alcohol at an authorized licensed event on University's campus and at any University event off campus:
  - (a) A person must not provide alcohol to a minor.
  - (b) A person must not permit a minor to consume alcohol in a place under that person's control.
  - (c) A person must not provide alcohol to anyone who appears to be intoxicated.
  - (d) Drinking games or contests involving the consumption of alcoholic beverages are forbidden.
  - (e) A person must take reasonable steps to prevent anyone who is intoxicated or apparently under the influence of alcohol from operating a motor vehicle, or any other machinery or equipment.
  - (f) Any on-campus advertising must not promote or encourage the excessive consumption of alcohol.
4. A person organizing a function at a private home has a personal responsibility for ensuring that participants do not consume excessive amounts of alcohol. When the University associated functions are held in the 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.

## **B. AUTHORIZED EVENTS PROCEDURES**

1. Events involving the consumption of alcohol on the University's premises, require a Special Occasion License, and are permitted only with the prior written authorization of the Vice President, Finance + Administration. Notice must be given a minimum of two weeks in advance of the event to the Director of Facilities and the Vice President Finance + Administration.
2. Authorization will be given only for events sponsored by:
  - (a) A recognized University academic or administrative unit,
  - (b) A recognized Employee Association,
  - (c) The Student Union, Foundation Board, Alumni Association, or Board of Governorswhere the principal purpose of the event is the enhancement of the collegial interaction of faculty, staff or students, or professional interaction related to the University, or the promotion of the University's goals of interacting with the community.
3. The event also must involve a non-recurring special occasion of short duration (less than five hours) in an appropriate venue, and must not disrupt or conflict with any University program or activity.
4. The Vice President, Finance + Administration:
  - (a) May, for any reason, refuse any request for authorization of an event;
  - (b) May impose any terms or conditions on any authorization which he or she considers appropriate; and,
  - (c) Will designate a member of the faculty or staff to be responsible for supervising each authorized event (Event Supervisor). The Event Supervisor shall be trained in the proper procedures for supervising such events.
5. Every Special Occasion License will be copied to the Director of Facilities. The Event Supervisor must contact the Director of Facilities to make the necessary arrangements, and the sponsor of the event will be responsible for paying the applicable license fee.
6. The Event Supervisor must be present for the duration of the Authorized Event and must assume responsibility for the conduct of all persons in attendance. The Event Supervisor is also responsible for ensuring that:
  - (a) Only students, faculty and staff of the University, and their invited guests, attend the Authorized Event;
  - (b) All alcohol at the Authorized Event is served through a host bar, by servers who have successfully completed the Serving It Right training program and who hold a valid certificate of completion;
  - (c) No alcohol is served to or consumed by a minor, or by anyone who appears to be intoxicated;
  - (d) Non-alcoholic beverages and food are made available at reasonable prices or free of charge, for the duration of the Authorized Event;
  - (e) Reasonable steps are taken to prevent anyone who appears to be intoxicated from operating a motor vehicle or any other machinery or equipment.

- (f) Any terms and conditions of the Special Occasion License, or those imposed by the Vice President, Finance + Administration, and all applicable laws and University policies, are complied with.
- 7. The Director of Facilities will notify the Security Coordinator of all Authorized Events and any applicable conditions. The Director of Facilities may arrange for any Authorized Event to be visited by Campus Security. If Campus Security identifies any violations of any law or University policy at any Authorized Event, it may immediately close down the event, and will report the violation to the Vice President, Finance + Administration.
- 8. The Vice President, Finance + Administration may require security personnel to be present for the duration of any Authorized Event, at the expense of the event sponsor, to check identification and to ensure good order is maintained.
- 9. The Vice President, Finance + Administration may designate the Director of Facilities, or another person, to exercise his or her authority under this Policy; any reference to the Vice President, Finance + Administration includes the person designated by him or her.

### **C. STUDENT UNION CAMPUS PUB NIGHT PROCEDURES**

- 1. The University permits the Student Union to operate a Campus Pub Night within a designated space on the Campus.
- 2. The Student Union must ensure the Campus Pub Night is operated and managed in accordance with the provisions of the applicable laws and University policies, including these Procedures and Facilities Department Guidelines.
- 3. An "Indemnity Agreement" must be signed by a legal signing officer of the Student Union as designed under the "Society Act" as outlined in the Alcohol on Campus Guidelines. The Student Union will obtain and maintain sufficient insurance to cover any damages that might arise in connection of the operation of a campus pub night.
- 4. A Special Occasion license must be obtained by a licensed member of the University community (faculty, staff, administration or student) in accordance with Policy and Procedures. The licensee must be present for the duration of the event and will be responsible for supervising each Authorized Event ("Event Supervisor" as defined and with the duties outlined above in "Authorized Events" paragraphs 6 and 7).
- 5. The Student Union must ensure alcoholic beverages are served only in the Campus Pub Night designated area only as authorized by that license, and in accordance with all applicable requirements of the Liquor Control and Licensing Act and Regulations.
- 6. The Vice-President, Finance + Administration or his/her designate is responsible for monitoring the operation of the Campus Pub Night, and may suspend sales of alcoholic beverages at any time.