



The University of British Columbia
Board of Governors

Policy No.:

13

Approval Date:

May 1998

Last Revision:

June 2014

Responsible Executive:

Vice-President Finance, Resources &
Operations

Title:

Serving and Consumption of Alcohol at University Facilities and Events

Background & Purposes:

The purposes of this Policy are to:

- establish a process for the provision and consumption of alcohol at University facilities and at off-campus University events; and
- promote the health and safety of faculty, staff, students, and visitors who attend University events where alcohol is served.

1. Scope

- 1.1. This Policy applies to individuals who organize events where alcohol will be served (each an “Event Organizer”) at any of the following locations (each, a “Venue”) and to faculty, staff, students, and visitors who consume alcohol at a Venue (each an “Attendee”):
 - 1.1.1. **Licensed Facility:** a food and beverage outlet located on a UBC campus permitted to sell alcohol pursuant to a licence (other than a special occasion license) granted to UBC in accordance with the British Columbia *Liquor Control and Licensing Act* (a “Licensed Facility”);
 - 1.1.2. **UBC Residence:** a residence operated by UBC Student Housing and Hospitality Services (a “UBC Residence”);
 - 1.1.3. **UBC Facility:** an indoor or outdoor space under the control and management of the University, other than a UBC Residence or Licensed Facility, including areas not located on a UBC campus (a “UBC Facility”); and
 - 1.1.4. **Non-UBC Facility:** an indoor or outdoor space not under the control and management of the University (a “Non-UBC Facility”) but where a UBC Event (as defined below) is held.

2. General

- 2.1. The University is committed to promoting the well-being of the individuals within the University community and the maintenance of healthy lifestyles. The University does not condone any social event that has as its purpose the over-consumption of alcohol. Events and social functions that do not involve alcohol are encouraged.

- 2.2. The Event Organizer of an event at any Venue where alcohol will be served (a “With Alcohol Event”) must ensure the With Alcohol Event is inclusive and supportive of those members of the University population who choose not to or cannot drink alcohol.
- 2.3. Event Organizers must familiarize themselves with all legal requirements, University policies, procedures, and regulations relevant to hosting a With Alcohol Event. Contravention of any of the foregoing may result in disciplinary and/or legal action.
- 2.4. All Event Organizers should be aware that where an Event Organizer has failed to take reasonable steps to prevent over-consumption of alcohol and to prevent foreseeable harm, a court may hold an Event Organizer both legally and financially responsible for the subsequent behavior of an Attendee who becomes impaired as a result of alcohol consumed at a With Alcohol Event. The Event Organizer must ensure that alcohol is not served to impaired or underage Attendees and must take all reasonable steps to minimize the risks associated with over-consumption of alcohol at the With Alcohol Event.
- 2.5. Each Attendee must make responsible decisions concerning alcohol, with due regard to the safety of all concerned, and comply with all legal requirements, all requirements of this Policy, and any requirements established by a Venue. Attendees should familiarize themselves with the community programs available to support responsible drinking and safe practices.
- 2.6. Faculty, departments and other academic or administrative units may adopt additional implementation processes that reflect local circumstances, provided the implementation processes are consistent with this Policy and the Procedures associated with this Policy.

3. Licensed Facilities

- 3.1. Each Licensed Facility must be operated in compliance with the terms and conditions of the applicable liquor licence.
- 3.2. One individual, as designated in the Procedures associated with this Policy, shall be responsible for all of the following:
 - 3.2.1. overseeing the manager of each Licensed Facility in the development and management of procedures in compliance with the liquor licence;
 - 3.2.2. liaising with the B.C. Liquor Control and Licensing Branch with respect to liquor licences for all Licensed Facilities; and
 - 3.2.3. approving in writing each application, renewal or change to a liquor licence for a Licensed Facility.
- 3.3. One individual, as designated in the Procedures associated with this Policy, shall be responsible for reviewing the occupant load for all Licensed Facilities.

4. UBC Residences

- 4.1. One individual, as designated in the Procedures associated with this Policy, shall be responsible for developing and managing processes for the serving and consumption of alcohol in UBC Residences.
- 4.2. An Event Organizer who organizes an event in a UBC Residence must comply with the processes for the serving and consumption of alcohol in the UBC Residence in addition to this Policy.

5. UBC Facilities

- 5.1. The individuals (each an “Alcohol Approval Authority”), as designated in the Procedures associated with this Policy, shall be responsible for developing and managing an approval process for With Alcohol Events at his or her designated UBC Facilities. The approval process must be publicly accessible online.
- 5.2. Each Alcohol Approval Authority shall review the approval process periodically and provide an informational summary to the Responsible Executive no less frequently than every two years. The informational summary should include, for the period since the last report: the number of events approved and a summary of any changes to the approval process.
- 5.3. For all events held at a UBC Facility, alcohol is not permitted unless one of the following applies:
 - 5.3.1. the With Alcohol Event is catered by the holder of a catering licence or catering endorsement from the British Columbia Liquor Control and Licensing Branch, the Event Organizer has complied with the Procedures associated with this Policy, and has obtained the written approval of the individual responsible for oversight of the UBC Facility (“Venue Approval”) to use the UBC Facility;
 - 5.3.2. the Event Organizer has obtained a special occasion licence granted in accordance with the British Columbia *Liquor Control and Licensing Act* and has complied with the Procedures associated with this Policy, and has obtained Venue Approval to use the UBC Facility; or
 - 5.3.3. the event satisfies all conditions as set out in the Procedures associated with this Policy (a “Licence Exempt Event”).
- 5.4. The individuals (each a “Licence Exempt Approval Authority”), as designated in the Procedures associated with this Policy, shall be responsible for developing and managing an approval process for Licenced Exempt Events at his or her designated UBC Facilities. The approval process must be publicly accessible online.
- 5.5. Where an Event Organizer obtains a special occasion licence, that person must be personally named as the licensee and will be legally and financially responsible for compliance with the terms of the special occasion licence, all applicable legislation, and any conditions or requirements established by the University. If any fines are imposed by the B.C. Liquor Control and Licensing Branch for non-compliance with liquor licensing requirements, the Event Organizer will be held financially responsible. Where an Event Organizer is a UBC employee and a department or unit head (at least one administrative level higher than the employee) is satisfied the employee acted in a responsible manner with respect to the event, the department or unit head, in his or her absolute discretion, may elect to pay the fine on behalf of the Event Organizer from that department’s or unit’s resources.

6. UBC Events at Non-UBC Facilities

- 6.1. An Event Organizer who is an employee and who wishes to organize a UBC-sanctioned event at a Non-UBC Facility (a “UBC Event”) may only do so at the following locations:
 - 6.1.1. a location licensed in accordance with the British Columbia *Liquor Control and Licensing Act*;
 - 6.1.2. a location for which a special occasion licence has been granted in accordance with the British Columbia *Liquor Control and Licensing Act*;
 - 6.1.3. a location catered by the holder of a catering licence or catering endorsement from the British Columbia Liquor Control and Licensing Branch; or
 - 6.1.4. in his or her private home.

PROCEDURES

Approved: May 1998

Revised: June 2014

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. Note: the most recent procedures may be reviewed at <http://universitycounsel.ubc.ca/policies/index/>.

1. Designation of Responsible Units/Individuals by Campuses

1.1. The following are the individuals who are designated with responsibilities pursuant to this Policy:

Relevant Section of Policy	Responsibilities	UBC Vancouver Designate	UBC Okanagan Designate
3.2	Individual Responsible for Licensed Facilities	For all Licensed Facilities: Treasurer, UBC Treasury	For all Licensed Facilities: Treasurer, UBC Treasury
3.3.	Individual Responsible for Occupancy Load	For all Licensed Facility Applications: Chief Building Official, Campus + Community Planning	For all Licensed Facility Applications: Director, Okanagan Campus Planning & Development
4.1	Individual Responsible for developing and managing process for alcohol in UBC Residences	For Green College: Principal, Green College For St. John's College: Principal, St. John's College For all other UBC Residences, Managing Director, Student Housing and Hospitality Services	For all UBC Residences, Managing Director, Student Housing and Hospitality Services
5.1	Alcohol Approval Authority for UBC Facilities	For UBC Vancouver - Point Grey: - Indoor UBC Facilities: Associate Registrar, Foundation Unit, Enrolment Services - Outdoor UBC Facilities other than listed below: Events and Film Liaison, Campus	For UBC Okanagan: Director, Campus Operations and Risk Management

		<ul style="list-style-type: none"> + Community Planning - Outdoor UBC Facility: UBC Farm: Director, UBC Farm - Outdoor UBC Facility: UBC Botanical Gardens: Garden Director, UBC Botanical Gardens - Outdoor UBC Athletics Facilities: Associate Director, Facilities & Business Development <p>For UBC Vancouver Robson Square: Associate Director, UBC Robson Square</p>	
5.3	Individual responsible for oversight of the UBC Facility	<p>For UBC Vancouver – Point Grey: applicable Dean, Principal, Director, or Residence Life Manager</p> <p>For UBC Vancouver Robson Square: Associate Director, UBC Robson Square</p>	For UBC Okanagan: applicable Principal, Dean, Director, or Manager
5.4	Licence Exempt Approval Authority	<p>For UBC Vancouver – Point Grey: Director of Planning, Development Services, Campus + Community Planning</p> <p>For UBC Vancouver Robson Square: Associate Director, UBC Robson Square</p>	For UBC Okanagan: Director, Okanagan Campus Planning & Development

1.2. Any individuals designated responsibilities under Section 2 of these Procedures may delegate all or any portion of his or her responsibilities. The designate identified in these Procedures remains accountable for the responsibilities and must provide oversight to all delegates.

2. Catered With Alcohol Events at UBC Facilities

- 2.1. The Event Organizer must obtain Venue Approval. Venue Approval may be subject to conditions or requirements which must be provided in writing.
- 2.2. For catered With Alcohol Events, the caterer shall be responsible for all liquor licensing requirements. The caterer must provide the Event Organizer with a copy of the catering authorization issued by the Liquor Control and Licensing Branch for the specific event, and evidence of adequate insurance coverage.
- 2.3. Requests for approval of With Alcohol Events must be submitted by the Event Organizer in accordance with the approval process established by the Alcohol Approval Authority prior to the date of the event. The request must include the Venue Approval and any conditions or requirements attached to that approval, a copy of the catering authorization and evidence of the caterer's insurance coverage.

3. Special Occasion Licences for With Alcohol Events at UBC Facilities

- 3.1. The Event Organizer must obtain the Venue Approval. The Venue Approval may be subject to conditions or requirements which must be attached to the Venue Approval.
- 3.2. The Event Organizer should submit requests for approval of With Alcohol Events to the Alcohol Approval Authority not less than 30 days prior to the date of the event. The request must include a copy of the Venue Approval and any conditions or requirements attached to that approval.
- 3.3. At UBC Vancouver Point Grey and UBC Okanagan:
 - 3.3.1. Upon approval by the Alcohol Approval Authority, the Event Organizer shall submit a copy of his or her *Serving it Right* licence certificate, along with written approval of the With Alcohol Events Manager and an *Application for Special Occasion Licence* (the "Application") to the local police detachment. The Application is available from local police detachment or from any Liquor Control Board outlet. If the local police approves the Application it will endorse the Application.
 - 3.3.2. Upon receipt of the local police endorsement, the Event Organizer shall submit the Application to the Manager of a British Columbia Liquor Store, who is authorized to issue a Special Occasion Licence.
- 3.4. At UBC Robson Square:
 - 3.4.1. Approval of the Vancouver Police Department in writing is mandatory for all public special occasion licence events; approval is not required for private events.
 - 3.4.2. For private events, the Event Organizer shall submit the Application to the Manager of a British Columbia Liquor Store, who is authorized to issue a Special Occasion Licence.
 - 3.4.3. For public events, contact the Vancouver Police Department for Guidelines for Public Special Occasion Licences. Upon receipt of the Vancouver Police Department approval, the Event Organizer shall submit the Application to the Manager of a British Columbia Liquor Store, who is authorized to issue a Special Occasion Licence.

4. Licence Exempt Events for With Alcohol Events at UBC Facilities

- 4.1. For a With Alcohol Event to be authorized as a Licence Exempt Event, all of the following conditions as required by the *British Columbia Liquor Control and Licensing Branch* must be satisfied:
 - 4.1.1. alcohol may be served at the event but it **must not be sold**;
 - 4.1.2. the event must be contained within a University-controlled building (i.e. outdoor events will not qualify);
 - 4.1.3. the area used for event must not be visible to the public;
 - 4.1.4. the nature and size of the event is such that it must not draw the attention of the public through excessive noise or other disturbances (events exceeding 75 attendees will not be eligible);
 - 4.1.5. uninvited members of the public must not be permitted to enter;
 - 4.1.6. attendance must be by prior invitation only;
 - 4.1.7. the event must be attended only by UBC employees and their guests;
 - 4.1.8. fees must not be charged for entry, entertainment, or for services related to the service of alcohol (i.e. fees for mix, ice and glasses); and
 - 4.1.9. alcohol must be provided through the Event Organizer (Attendees may not bring their own alcohol).
- 4.2. A Licence Exempt Event still requires Venue Approval. Venue Approval may be subject to conditions or requirements which must be attached to the Venue Approval.
- 4.3. The Event Organizer must submit requests for approval of Licence Exempt Events in accordance with the approval process established by Licence Exempt Approval Authority prior to the date of the event. The request must include a copy of the Venue Approval and any conditions or requirements attached to that approval.