

SUBJECT: LIQUOR**1. Introduction**

Subject to the provisions of the British Columbia Liquor Control and Licensing Act, liquor may be served on the University of Northern British Columbia campus as set forth in this Policy Guide. The policy and procedures contained herein recognize:

- 1.1 that alcohol is a legally controlled substance, the use of which is regulated by statute of the Province of British Columbia and by the Criminal Code of Canada;
- 1.2 that access to alcoholic beverages served on campus is a privilege;
- 1.3 that many members of the University community are either not of legal age to consume alcohol or do not choose to consume alcohol, and that such members should have their rights and privileges of participation in campus activities protected;
- 1.4 that there is an obligation to recognize the risk associated with excessive consumption of alcoholic beverages and therefore to discourage immoderate consumption of such beverages;
- 1.5 that alcohol use on campus should be managed in a way that:
 - i) is consistent with the terms of the University's liquor license and other applicable legislation;
 - ii) protects the University from liability with respect to alcohol-related incidents; and
 - iii) protects individuals in the University community from effects of inappropriate consumption.
- 1.6 that the University shall hold accountable and prevent any individual or groups not adhering to this policy or any law, from participating in the organization or attending at any events which alcohol is served for an undetermined length of time. All groups hosting social events with alcohol will be held legally responsible for full compliance with the British Columbia Liquor Control and Licensing Act and University Regulations.

2. Policy

- 2.1 Liquor may be served on campus only in locations specifically designated as "Licensed Areas" under the British Columbia Liquor Control and Licensing Act or in locations where a Special Occasion Permit has been authorized and issued in accordance with this Policy Guide and the British Columbia Liquor Control and Licensing Act.
- 2.2 The "Licensed Areas" are as set forth in Appendix A. The administrative responsibility for meeting all Provincial and University regulations relating to the serving of liquor in these areas is delegated to the persons or bodies as specified under the British Columbia Liquor Control and Licensing Act and as noted in Appendix A.
- 2.3 A UNBC Special Occasion Permit is a permit allowing liquor to be sold by an approved group on campus.
- 2.4 The British Columbia Liquor Control and Licensing Act requires that those persons responsible for social functions at which alcohol is to be served, as well as those individuals serving alcohol, participate in, and successfully complete, an appropriate educational and training course as specified under the British Columbia Liquor Control and Licensing Act.
- 2.5 Where a group on campus wishes to sponsor an event at which alcohol will be served;

-
-
- 2.5.1 the sponsoring group is responsible for arranging and paying for appropriate security and parking for the event.
 - 2.5.2 the University will charge the sponsoring group for any additional costs associated with the event, such as additional labour required for set up, clean up, damages, or any other extraordinary costs.
 - 2.6 Normally, events at which liquor will be served should be held in a licensed area. Where a sponsoring group wants to hold an event outside a licensed area they may apply to the Vice-President (Business & Finance) for permission to hold the event. A UNBC Special Occasion Permit for a University related event or activity to allow liquor to be served on campus will be authorized only when the event for which the permit is requested involves:
 - 2.6.1 a non recurring special occasion of short duration (less than 5 hours);
 - 2.6.2 a modest anticipated liquor consumption preferable, served through a host bar;
 - 2.6.3 an appropriate venue;
 - 2.6.4 no conflict with other University programs or activities;
 - 2.6.5 the event has as its primary purpose the enhancement of the collegial interaction of faculty, staff and students and/or professional interaction related to the University and/or the advancement of the University's goals for interaction with the community; and
 - 2.6.6 the event request is under the auspices of a recognized University academic or administrative unit, a recognized employee association, or recognized Student Society/Association.
 - 2.7 Where a UNBC Special Occasion Permit is requested for a non University event, the office of the Vice-President (Business & Finance) may act as the University sponsor, if the event so warrants. Before a permit is issued, the event organizer must provide proof of insurance.
 - 2.8 Normally, UNBC Special Occasion Permits will be restricted to general purpose areas such as building lounges, defined foyers and meeting rooms. Unless specific approval has been given by President's Council, special purpose areas such as classrooms, laboratories, gymnasias, etc. will not be available as UNBC Special Occasion Permit locations.
 - 2.9 The Vice-President (Business & Finance) is responsible for approving the application for all Special Occasions Permits.
 - 2.10 The Manager of Food Services is responsible for providing liquor service covered by a Special Occasion Permit for on campus events and for ensuring compliance with the British Columbia Liquor Control and Licensing Act, this Policy Guide, and any other conditions associated with the Special Occasion Permit.

With prior approval from the Vice-President (Business & Finance) a portion of the net proceeds from an event held under a UNBC Special Occasion Permit may be allocated to the event sponsor where the nature of the event so warrants, (i.e., where the event was in support of a charitable purpose).
 - 2.11 Where a UNBC Special Occasion Permit applies, no advertising of an event shall highlight the availability of liquor or corporate language which suggest the promotion or encouragement of liquor consumption such as "bash", "wipeout", "keg-party" etc..
 - 2.12 No on campus advertising of an off campus event shall promote or encourage the consumption of alcohol.
 - 2.13 Drinking games or contests involving the consumption of alcoholic beverages at any on campus or University sponsored event is prohibited.
 - 2.14 No alcohol is allowed to be stored, served or consumed in a University office.

3. Procedure

3.1 Application

- 3.1.1 Any individual or group wishing to host an event in a "Licensed Area" should contact the designated manager of the area (see Licensed Facilities), at least 7 business days prior to the scheduled event.
- 3.1.2 Any individual or group wishing to host an event which may involve the serving of liquor in a nonlicensed area must apply to the Vice-President (Business & Finance) for a UNBC Special Occasion Permit at least three weeks prior to the scheduled event. The required application form may be obtained from the office of Conference & Event Services.
- 3.1.3 To complete the Application form, the applicant will require evidence of the event being approved by President's Council if it is an unusual request, permission to use the area for the intended event from the appropriate authority at the Deans/Directors level, and a commitment to arrangements satisfactory to the Vice-President (Business & Finance) to ensure that the regulations and the procedures of the Liquor Control and Licensing Act and this Policy Guide will be met.
- 3.1.4 Food and nonalcoholic beverages (at reasonable prices) must be made available at any event covered by a Special Occasion Permit.

3.2 Operational

- 3.2.1 It is the responsibility of the Administrative Officer as designated in Appendix A to obtain the Special Occasion License for the venue in question and to ensure that the Approval Permit is displayed appropriately at such venue.
- 3.2.2 The individual who has requested the UNBC Special Occasion Permit must be present for the duration of the event and shall assume responsibility for control of the behaviour of persons in attendance at the event.
- 3.2.3 Where events are likely to attract more than 25 participants, the Vice-President (Business & Finance) may require that a Security person be available to check identification and age of majority, and to ensure the general good order of the event. This will be done at the cost of the event sponsor.

3.3 Enforcement

- 3.3.1 The Director of Facilities shall be advised by the Vice-President (Business & Finance) of the terms and conditions of all Special Occasion Permits and hours of operation of all Special Occasion Permits.
- 3.3.2 The Director of Facilities shall arrange for all Special Occasion Events to be inspected by Campus Security. In the event that violations of this policy are noted by Campus Security, Security may close down the event and shall report any violations of policy to the Vice-President (Business & Finance) for action and follow-up.

3.4 Reporting

At the end of each quarter (March 31, June 30th, September 30th, December 31st), the Vice-President (Business & Finance) shall provide to President's Council and the Liquor Control Committee a list of all UNBC special occasion permit applications which have been authorized during that quarter, together with any reports on policy violations as filed by the Director of Facilities.

	Licensed Facilities Officer	Licensee	Licence	Administrative
1.	Agora - Wintergarden Snack Bar/Deli Pub	UNBC	"B"	VP Business & Finance
2.	Administrative Building Employee Lounge	UNBC	"A"	VP Business & Finance
3.	Agora - Food Court Main Dining Room Upper Dining Room Upper Patio	UNBC UNBC UNBC	"B" "B" "B"	VP Business & Finance VP Business & Finance VP Business & Finance
4.	Atrium	UNBC	"B"	VP Business & Finance
5.	Conference Centre Dining Rooms Meeting Rooms	UNBC UNBC	"B" "B"	VP Business & Finance VP Business & Finance
6.	UNBC Special Occasion Permits	UNBC	"B"	VP Business & Finance
	Only various University Facilities	UNBC	"SOL"	VP Business & Finance

Note: Special Occasion Permit form available from Conference & Events Services.