

Policy No.	Officer Responsible		
<b>OP.414</b>	<b>Vice-President Finance and Administration</b>		
Policy Name			
<b>Alcohol Service and Consumption</b>			
Approved by	Replaces	Category	Next Review
<b>SLC</b>	<b>E.414</b>		<b>May 2023</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>August 29, 2007</b>	<b>May 23, 2018</b>	<b>Guidelines for Holding a University Event Involving Alcohol</b> <b>B.701 Student Code of Conduct</b> <b>Residence Standards</b>	

## 1 PURPOSE

- 1.1 This policy aims to promote the health and safety of all members of the University community. Capilano University seeks to create an environment in which alcohol is used responsibly and in moderation, and discourages destructive alcohol-related behavior on campus. The purpose of this policy is to mitigate the risks associated with alcohol service and consumption on University property and, if applicable, any third party property.
- 1.2 The University does not condone the consumption of alcohol. All events will take place in a manner that ensures the choice not to drink alcohol is included and supported.

## 2 DEFINITIONS

“**Alcohol**” is defined in the *B.C. Liquor Control and Licensing Act* as:

1. fermented, spirituous, and malt liquors,
2. combinations of liquors, and
3. drinks and drinkable liquids that are intoxicating,

and includes beer, or a substance that, by being dissolved or diluted, is capable of being made a drinkable liquid that is intoxicating and that is declared by order of the Lieutenant Governor in Council to be liquor.

The terms “alcoholic beverage”, “alcohol”, and “liquor” are used interchangeably.

“**Employee**” means any person employed by the University.

“**Manager**” is the *Manager, Special Events and Ceremonies*, who is designated to approve events and authorize an application for a special event permit.

**“Member of the University community”** for the purpose of this policy, means employees, students, student residents, agents, alumni, board members and volunteers.

**“Outside parties”** mean an individual or organization who is not a member of the University Community.

**“Primary Event Organizer (PEO)”** is the designated individual responsible for ensuring that all alcohol-related laws, policies, guidelines and procedures are followed, including obtaining approvals and permits. The Primary Event Organizer must be a Capilano University employee.

**“Serving It Right”** is a self-study course that educates permit holders, managers and servers about their legal responsibilities. A Serving It Right certificate is required for all permittees and alcohol servers at an event with over 500 guests. If an individual has a valid Serving It Right certificate, they will not be required to complete Special Event Server training as well.

**“Special Event Server”** is an abridged training program developed specifically for special event permit events, and educates permittees, managers and servers about their legal responsibilities. A Special Event Server certificate is required for all permittees and alcohol servers at an event with fewer than 500 guests.

**“University Event”** is a University-sanctioned gathering on or off campus. “Sanctioned” means that the event has been organized by an authorized University employee in the course of their duties.

### **3 SCOPE**

- 3.1 This policy applies to any students or employees holding events at which alcohol will be served and/or consumed. This may include events taking place on University property or third party property when University representatives are serving the alcohol, and/or the event relates to University business or its activities.
- 3.2 This policy is to be read and understood in conjunction with existing University guidelines and procedures for organizing and holding events. Compliance with this policy does not guarantee approval will be granted for an event.
- 3.3 Failure to comply with this policy or the *Act* will result in discipline up to and including, in the case of a student, expulsion from the University, or in the case of an employee, termination of employment.

### **4 POLICY STATEMENT**

- 4.1 Access to alcohol on campus is a privilege contingent on compliance with all statutory requirements and University policy.

- 4.2 All sales and service of liquor on campus are subject to compliance with the provisions of the B.C. *Liquor Control and Licensing Act* and the *Liquor Control and Licensing Regulation*, each as they may be amended from time to time (collectively, the “Act”). Wherever conflict may arise between any policy, guidelines or procedures of the University and the Act, the Act shall prevail.
- 4.3 Alcohol may be served or consumed at a University Event only in accordance with this policy and all applicable laws, and with approval by the Manager, Special Events and Ceremonies (the “Manager”). Approval for alcohol service and consumption will be granted only if the primary purpose of the event is one or more of the following:
  - a. to enhance the collegial interaction of faculty and students;
  - b. to encourage the interaction of faculty and students with professionals in the fields studied at the University; or
  - c. to advance the University’s goals for interaction with the community.
- 4.4 Those who serve and those who consume alcohol on University premises must act in a responsible manner, with due regard to the safety and security of themselves and others.
- 4.5 No minor (individual under 19 years of age) is to be supplied with, or be in possession of, any alcohol at any University Event.
- 4.6 All advertising in respect of any University Event where alcohol will be served or consumed must comply with the requirements of the Act. In particular, advertising and promotion of a University Event will not promote alcohol or alcohol consumption in any way.
- 4.7 Outside parties who wish to hold an event involving alcohol on University property should contact the Manager directly. Outside parties must comply with this policy.
- 4.8 Nothing in this policy is to be taken as creating or imposing any liability at law or in equity upon the University for violation of this policy or its associated guidelines by any member of the University community.

## **5 RESPONSIBILITIES OF THE PRIMARY EVENT ORGANIZER**

- 5.1 For every University Event, a Primary Event Organizer (PEO) must be designated responsible for ensuring that all alcohol-related laws, policies, guidelines and procedures are followed. That person will obtain all necessary permits and authorizations.
- 5.2 The PEO is responsible for informing themselves of their legal responsibilities under the Act and of the liabilities that can arise from the service and consumption of alcohol. PEOs must be aware that, if they fail to take reasonable steps to prevent overconsumption of alcohol, they can be held personally liable for the conduct of event attendees who consume alcohol.

- 5.3 The PEO's responsibilities include but are not limited to:
- a. Complying with all requirements set out by Special Events and Ceremonies for obtaining approval to serve or consume alcohol at the event;
  - b. Obtaining all licenses and permits (e.g. the Special Event Permit) required by this policy and the *Act*;
  - c. Ensuring the event offers alternatives to alcohol consumption and that the event is welcoming to those not drinking alcohol;
  - d. Being present at the event from the beginning of alcohol service until the end;
  - e. Ensuring measures are in place to check and monitor proof of age;
  - f. Keeping records as required by the *Act*, including but not limited to the amount of and price of alcohol purchased or sold, as well as the name of each staff member and their Serving It Right or Special Event Server certificate number; and
  - g. Complying with all other obligations under the *Act*.

## **6 RESPONSIBILITIES OF THE MANAGER, SPECIAL EVENTS AND CEREMONIES**

- 6.1 The Manager will publish guidelines setting out the requirements for obtaining approval for alcohol service and consumption. Compliance with those guidelines does not guarantee approval will be granted.
- 6.2 If the Manager grants approval to serve or consume alcohol at a University Event, the Manager will contact the PEO with the next steps in the event approval process.
- 6.3 The Manager will not approve service and consumption of alcohol at University Events in the absence of full compliance with the *Act* and this policy.
- 6.4 The Manager may in their absolute discretion authorize an application for a University Event involving alcohol (e.g. an event on student residences organized by the Special Events and Ceremonies Office).

## **7 STUDENT RESIDENCE**

Capilano University Student Housing Services supports responsible and safe practices regarding alcohol by students who are of legal drinking age and make the choice to consume alcohol. Acceptable consumption of alcohol is set out in the Capilano University Residence Standards handbook. University Events organized by students involving the serving and consumption of alcohol in public residence spaces are not permitted.