

**5.C-2009: Policy and Procedures for the Consumption of Alcohol**

**1. Policy**

- 1.1 **Principles:** St. Mary's University recognizes that there are many occasions for celebration at the University and that alcohol is often a part of the festivities. However, the University is also committed to maintaining an environment that supports the wellbeing of all members of the University community, including the reasonable, responsible and legal use of alcoholic beverages. This policy is built on the principle of respect for employee's and student's rights to privacy and choice while maintaining the University's mission, vision and host liability responsibilities.
- 1.2 **Purpose and Scope:** This policy defines the regulations, responsibilities and procedures for the serving of alcoholic beverages at University hosted events, both on and off campus. This policy applies to all University faculty, staff, students, contractors, consultants, and guests.

**2. Application**

- 2.1 The University assumes that faculty, staff and students are free to choose whether or not they consume alcoholic beverages at University hosted events where alcohol is planned to be served and that as adults, all such persons are primarily responsible for their own actions and conduct should they choose to consume alcohol.
- 2.2 The application of the terms in this policy endeavours to ensure the reasonable, responsible and legal use of alcohol and to provide guidelines to try and prevent the misuse or abuse of alcohol.
- 2.3 The misuse or abuse is of concern to the University when campus safety, personal safety, traffic safety, adherence to the law, personal health and wellness, and/or an employee's or a student's work performance or conduct is an issue.
- 2.4 The University will endeavor to ensure that faculty, staff and students who are recognized as having an alcohol problem will be dealt with in terms of this policy will receive appropriate assistance and support in order to attain an acceptable standard of work performance and conduct including participation in counselling, treatment or rehabilitation programs.
- 2.5 Personal information received from employees of the University and/or students dealt with in terms of this policy will be treated in strict confidence.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited
Sr. Leadership Team	Vice-Presidents of Academic, Advancement & Finance	May 5, 2009	

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- 2.6 No person may bring alcoholic beverages to the University workplace for consumption unless the President or a Vice-President (or delegate of same) has approved a University hosted event as a place where alcohol consumption may occur.
- 2.7 The University recognizes that the classroom is not an appropriate place for the consumption of alcohol. Classroom consumption of alcohol is prohibited unless it is a part of the curriculum (such as supervised wine tasting).

**3. Responsibility of the University**

- 3.1 The University shall endeavor to be prudent in the serving of alcohol, and limiting its consumption to a reasonable social level.
- 3.2 The University wishes to provide a safe work, study and social environment for its faculty, staff, students and guests. This includes protecting faculty, staff, students and guests from the potential harm caused by irresponsible use of alcohol such as addiction, vandalism, assaults, mischievous behavior and accidents.
- 3.3 The University will approve an Authorized Applicant and Alternate Contact for every University event where alcohol will be served. These individuals shall have responsibility for adherence to University policy and procedures and to Alberta Gaming and Liquor Commission regulations from the planning stages through to completion of the event. The Authorized Applicant and Alternate Contact cannot consume alcohol at or four hours prior to the event. At least one of these individuals must have completed the ProServe Liquor Staff Training Program provided through the Alberta Liquor and Gaming Commission.
- 3.4 Provided they have completed the ProServe Liquor Staff Training program, the following individuals may be designated as Authorized Applicants and/or Alternate Contacts:
  - President or Vice-Presidents
  - University Directors or Managers
  - University Safety Coordinator
  - Faculty Members
  - For student events, the Authorized Applicant or Alternate Contact shall be a member of the Student Legislative Council of the St. Mary's University Students' Association.

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- 3.5 The Approved Applicant and Alternate Contact will endeavor to ensure that the hosting group adheres to the Requirements for Serving Alcohol as listed in Part B – Procedures.
- 3.6 Each event shall be approved by the President or a Vice-President who will have responsibility for general oversight and compliance with University policy and procedures.
- 3.7 The University will comply with all current Alberta Gaming and Liquor Commission regulations found at [www.aglc.gov.ab.ca](http://www.aglc.gov.ab.ca) relating to the serving of alcohol at University events.

### 4. Procedure

- 4.1 Requirements when serving alcohol: The following are requirements which must be strictly adhered to when serving or selling alcohol at University hosted events:
  - 4.1.1 Special Event Licence (SEL)

The Authorized Applicant or Alternate Contact must apply for a Special Event Liquor Licence (see Appendix A) at least 10 days before the proposed event. A copy of the approved application form *St. Mary's University Application for Permission to Purchase a Special Events Liquor Licence* (see Appendix B and C) must accompany the Special Event Liquor Licence application.

A copy of the Special Event Liquor Licence must be forwarded to the Finance Department at least 5 days before the event, along with proof of special event insurance.

Following the event, the Liquor Licence and original event application form must be filed with the University Safety Coordinator.
- 4.2 Insurance
  - 4.2.1 Arrangements for a liquor liability insurance policy must be made through the Vice-President Finance's office at least one week prior to the event.
- 4.3 Education
  - 4.3.1 At least one of the Authorized Applicant or Alternative Contact must have completed the ProServe Liquor Staff Training (see Appendix D).

The Authorized Applicant or Alternate Contact of a student hosted event will receive a copy of the Responsible Alcohol Use handout (See Appendix E) when the application for their event is approved.

- 4.4 The following event regulations must be followed at every event in which liquor is served:
- Alcoholic beverages will not be the primary focus of any University event.
  - Campus events where alcohol is served shall not be publicized to the general public nor advertised on campus as an event where alcoholic beverages will be served.
  - Alcoholic beverages will not be used to promote a University event.
  - The Authorized Applicant and Alternate Contact and the group they represent are responsible for compliance with applicable laws, regulations, University policies and this policy.
  - Alberta Gaming and Liquor Commission (AGLC) inspectors and policy must be allowed on the premises covered by a special event liquor licence.
  - A University hosted event which is held off-campus at a restaurant, hotel or club, where alcoholic beverages are normally served, may make special arrangements to serve alcoholic beverages; however, the Authorized Applicant or Alternate Contact and the group they represent are still subject to Alberta provincial laws relating to alcohol including the prohibition for purchasing and/or supplying alcoholic beverages to any minor.
  - The University exercises no supervision and assumes no responsibility to control the serving and consumption of alcoholic beverages off the University campus for events that have not been approved as, or hosted by the University.
- 4.5 Supervision Regulations
- The Authorized Applicant or Alternate Contact must be present to supervise at the event at all times. This person cannot consume alcohol during the **four hours prior to or during the event.**
  - The host group will endeavor to provide one non-drinking supervisor for every 50 people attending a University hosted event.
  - If for any reason neither an Authorized Applicant nor Alternate Contact is present at the event, then the event must be shut down immediately.
  - The Authorized Applicant or Alternate Contact should be easily identifiable at the event.

- The Authorized Applicant or Alternate Contact must endeavor to ensure that only University members and invited guests are allowed to enter the event.

4.6 Service and Server Regulations

- The Special Event Liquor Licence and proof of purchase (itemized receipt for alcohol) must be posted above the bar.
- Alcohol may only be served to persons over the age of 18 years. A sign indicating such shall be posted next to the Special Event Liquor Licence and proof of purchase receipt.
- Alcohol can only be provided and consumed during the hours indicated on the permit.
- At Student Association hosted events, alcohol must be served by a designated server over the age of 18 years who has not consumed alcohol **within four hours before or during the event.**
- Servers must ask for and check the identification of anyone who looks under the age of 25.
- Servers must refuse to serve anyone who is obviously intoxicated.
- Alcohol can only be served for a maximum of eight consecutive hours, with service closing at 12:00 midnight.
- Patrons must be allowed one hour after the last drink has been served for consumption before the event officially ends.
- Hours of alcohol service cannot be extended if the event does not start at the time requested on the application.
- If alcohol tickets are used at a function, ticket sales must end one half-hour before the bar closes.
- Organizers must set minimum liquor prices, as determined by AGLC at <http://aglc.ca/liquor/faq.asp#mindrinkprice>.
- Organizers should not promote the over-consumption of alcohol through low prices.
- Two for one or other such drink specials or promotions are prohibited.
- There will be no "last call" orders or multiple drink orders.
- Consumption and serving of alcohol must be at or in the facility designated for the event.
- Alcohol cannot be taken outside the licenced event area.
- Unauthorized alcohol cannot be brought into the event.

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- Only alcohol purchased at a licenced Alberta vendor may be served or sold at the event.
- 4.7 Provision of Food Regulations
- Two types of substantial food must be served at an event. Pizza, chicken wings and burgers are examples of substantial food while snacks such as chips and peanuts are not.
  - Sufficient food must be available throughout the event to meet the demands of all attendees.
  - Non-alcoholic beverages must be available to attendees.
  - Complimentary water must be available to attendees.
  - Non-alcoholic complimentary beverages must be provided to attendees who identify themselves as designated drivers. Wrist bands or other method of identification may be used.
- 4.8 Safety
- In the event that any faculty, staff, student or guest has obviously over-consumed alcohol at such event, the attending designated administrator, Authorized Applicant or Alternate Contact should offer to call a cab or organize a ride with a responsible and sober driver.
  - If an apparently intoxicated person appears insistent on driving a motor vehicle, the attending designated administrator or Authorized Applicant or Alternate Contact should advise such person that they will be notifying the police if such person drives themselves.
  - The sponsoring organization shall cease serving alcoholic beverages at the request of the designated University administrator.
  - A designated drivers program or taxi voucher program should be organized for all events.
- 4.9 Responsibility for Fines
- The Authorized Applicant or Alternate Contact and the group they represent may be legally liable in the event of injury or property damage resulting from alcohol being dispensed illegally.
  - The Authorized Applicant or Alternate Contact and the group they represent are responsible for any fines levied by either the Province of Alberta or internally by the University

## **5. Enforcement**

- 5.1 All applicable provincial laws relating to the serving of alcohol will govern events authorized by the University and reference will be made to the Calgary Police Service for prosecution of any faculty, staff, student or guest found to be in violation.
- 5.2 All incidents in violation of the policy must be reported to the Vice-President Academic & Provost on the first business day following the event.
- 5.3 In addition to requesting prosecution under appropriate laws, the University may impose sanctions on faculty, staff and/or students who violate any portion of this policy including those portions which impose restrictions beyond or aside from those required by law.
- 5.4 In the case of students, these penalties may impact a student's good standing in the University. Students in violation may be warned, placed on probation, suspended or dismissed from the University and/or expelled depending upon the seriousness of the violation. Penalties will be determined by the Vice-President Academic & Provost.
- 5.5 With regard to faculty and staff, penalties will relate to employment status. Faculty or staff may be counselled, issued a letter of reprimand, referred to a mandatory substance abuse treatment program or be formally disciplined or dismissed depending upon the seriousness of the violation. Penalties will be determined by the appropriate senior administrator.

## **6. Education**

- 6.1 The ProServe Liquor Staff Training Program, provided by Alberta Liquor and Gaming Commission, is available free of charge to University faculty, staff and students in leadership positions. This Program was developed to provide consistent training for liquor service and sales staff to ensure the serving of liquor is conducted with integrity and in a socially responsible manner. At least one of the Authorized Applicant or Alternate Contact for any event must have completed this program.
- 6.2 *Responsible Alcohol Use* ideas are provided in a student friendly handout that must accompany all application for permission approvals to student organizations. (see Appendix E).

**7. Acknowledgements**

- Bill Gray Flemming LLP
- Bennett Jones LLP *Host Liability*
- San Francisco State University *Alcohol Advisory Committee's Final Recommendations*
- California State University, Fullerton *President's Directive #1*
- Louisiana State University Health Sciences Center *Substance and Alcohol Abuse Policy*
- York University *Responsible Alcohol Use*
- University of Alberta, *Alcohol at University Events Policy and Related Procedures*
- Alberta Gaming and Liquor Commission <http://www.aglc.gov.ab.ca>
- ProServe Liquor Staff Training <http://proserve.aglc.ca>



**Appendix A**  
**Alberta Gaming and Liquor Commission (AGLC)**  
**Special Events Licensing**

**Special Events Licence**

A special event liquor licence is a legal document that allows the licence holder to host a function with liquor service. Special event licence holders can be individuals, not-for-profit organizations or companies. Special event functions are restricted to members and invited guests only and cannot include the general public.

**Where can you get a special event liquor licence?**

Special event liquor licences can be obtained from retail liquor stores, general merchandise liquor stores, general off sales rooms or the AGLC. The licence must be posted in a prominent location at the event.

**Types of special event licences for private functions**

A **Private non-sale licence** allows the licence holder to provide liquor to invited guests free of charge. Private non-sale licences can be obtained only by:

- Not-for-profit or charitable organizations
- Adults organizing family functions such as wedding receptions and family reunions, and
- Business/companies.

A **Private resale licence** allows the licence holder to sell liquor to invited guests. Private resale licences can be obtained only by:

- Not-for-profit or charitable organizations
- Adults organizing family functions such as wedding receptions and family reunions
- Business/companies' staff social committees

**Special event licence restrictions**

A special event licence will not be issued:

- To anyone under the age of 18 or under the influence of drugs or alcohol
- For an establishment where a Class A, B, C or D liquor licence is in effect or under suspension
- For an area open to the general public

**Bring Your Own Bottle and/or Homemade Liquor Products**

Bring your own bottle events are not allowed. Homemade wine, beer or cider must not be served, consumed or allowed on the licenced premises.

**Special event licence fees**

- Private resale and non-sale licence go to <http://aglc.ca/licences/specialevents.asp>
- NOTE: Retail liquor stores, general merchandise liquor stores and general off sales rooms may charge a service fee of up to \$2.

**Hours**

Liquor service for special event liquor licences can be provided from 10:00 a.m. until 2:00 a.m. the following morning. Licence holders may split these hours into two liquor service periods.

A one hour consumption period is permitted once liquor service ends. If liquor service goes from 6:00 p.m. to 2:00 a.m., all drinks must be consumed and all liquor removed from the premises by 3:00 a.m. A request for liquor service before 10:00 a.m. can be made to the AGLC Regulatory Division.

**Food service**

Food service is recommended at all functions. Non-alcoholic beverages must be available.

**Minors**

Minors may be allowed to attend the event. However no person under the age of 18 years is to be served or given beverage alcohol, or permitted to consume or handle beverage alcohol. If a person who appears to be a minor requests to purchase or be given liquor, you are responsible to ensure the person provide proof of age.

**Attendance**

Retail liquor stores, general merchandise liquor stores and general off sales rooms can authorize licences for functions of up to 400 people. The AGLC Regulatory Division must approve special event licences for larger functions. At no time may the fire capacity of the premises be exceeded.

**Advertising**

Any advertising for a private function must specify the function is for “members and invited guests only.” Such ads may not invite the general public or suggest that general public is welcome. Tickets to private functions cannot be sold to the public, and cannot be sold out of business outlets or from public venues.

**Source:** Liquor Special Event Licences Pamphlet, Alberta Gaming and Liquor Commission FORM LIC/P 5220 (2008 Jun)

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**Appendix B**



**STUDENT EVENT**

**APPLICATION FOR PERMISSION TO PURCHASE A SPECIAL EVENT LIQUOR LICENCE**

Please complete in full and return to the designated Faculty Liaison at least 10 days before event. If you have any questions, please contact the Faculty Liaison or the Vice-President Finance.

\_\_\_\_\_ NON-SALE PERMIT \_\_\_\_\_ RE-SALE PERMIT

Type of Event		
Name of Authorized Applicant - CANNOT drink 4 hours prior to or during the Event		
Date Completed ProServe Training	Phone Number(s)	Address
Applicant's Student Council Position (if applicable)		
Name of Alternate Contact at Function - CANNOT drink 4 hours prior to or during the Event		
Date Completed ProServe Training	Phone Number(s)	Address
Alternate's Student Council Position (if applicable)		
Date of Event		
Maximum Number of People Expected to Attend		
Location of Event (Building and Room Number)		
Responsible University Administrator or designate:		
Hours of Alcohol Service (Start Time/End Time – e.g. 3:00 to 6:00 pm)	Consumption to (one hour after Alcohol Service End Time e.g. 7:00 pm)	

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Name(s) of Bar Server(s) - CANNOT drink 4 hours prior to or during event and are NOT the Authorized Applicant or Alternate Contact.

Are you putting up posters? (Please circle answer) Yes No

**None of the advertising costs may be paid, either directly or indirectly, by a liquor supplier or liquor agency.**

List two types of substantial food being served (e.g. pizza, chicken wings, burgers, etc.) Substantial food does NOT include snack items (e.g. chips, peanuts, etc.)

The following are requirements which must be strictly adhered to when serving or selling alcohol at University hosted events:

### Special Event Licence (SEL)

- An Authorized Applicant or Alternate Contact must apply for a Special Event Liquor Licence (see Appendix A) at least 10 days before the proposed event. A copy of the approved application form *St. Mary's University Application For Permission To Purchase A Special Events Liquor Licence* (see Appendix B and C) must accompany the Special Event Liquor Licence application.
- A copy of the Special Event Liquor Licence must be forwarded to the Finance Department at least 5 days before the event, along with proof of special event insurance.

### Insurance

- Arrangements for event insurance must be made through the Vice-President Finance office.

### Education

- The Authorized Applicant or Alternate Contact must complete the Alberta Server Intervention Program (See Appendix D).
- The Authorized Applicant or Alternate Contact of a student hosted event will receive a copy of the Responsible Alcohol Use handout (See Appendix E) when the application for their event is approved.

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### Event Regulations

- Alcoholic beverages will not be the primary focus of any University event.
- Campus events where alcohol is served shall not be publicized to the general public nor advertised on campus as an event where alcoholic beverages will be served.
- Alcoholic beverages will not be used to promote a University event.
- The Authorized Applicant or Alternate Contact and the group they represent are responsible for compliance with applicable laws, regulations, University policies and this policy.
- Alberta Gaming and Liquor Commission (AGLC) inspectors and police must be allowed on the premises covered by a special event liquor licence.
- A University hosted event which is held off-campus at a restaurant, hotel or club, where alcoholic beverages are normally served, may make special arrangements to serve alcoholic beverages; however, the Authorized Applicant or Alternate Contact and the group they represent are still subject to Alberta provincial laws relating to alcohol including the prohibition for purchasing and/or supplying alcoholic beverages to any minor.
- The University exercises no supervision and assumes no responsibility to control the serving and consumption of alcoholic beverages off the University campus for events that have not been approved as, or hosted by the University.

### Supervision Regulations

- The Authorized Applicant or Alternate Contact must be present to supervise at the event at all times. This person cannot consume alcohol during the four hours prior to or during the event.
- The host group will endeavour to provide one non-drinking supervisor for every 50 people attending a University hosted event.
- If for any reason neither an Authorized Applicant nor Alternate Contact is present at the event, then the event must be shut down immediately.
- The Authorized Applicant or Alternate Contact should be easily identifiable at the event.
- The Authorized Applicant or Alternate Contact must endeavour to ensure that only University members and invited guests are allowed to enter the event.

### Service and Server Regulations

- The Special Event Liquor Licence and proof of purchase (itemized receipt for alcohol) must be posted above the bar.

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- Alcohol may only be served to persons over the age of 18 years. A sign indicating such shall be posted next to the Special Event Liquor Licence and proof of purchase (itemized receipt for alcohol)
- Alcohol can only be provided and consumed during the hours indicated on the permit.
- At Student Association hosted events, alcohol must be served by a designated server over the age of 18 years who has not consumed alcohol within four hours before or during the event.
- Servers must ask for and check the identification of anyone who looks under the age of 25.
- Servers must refuse to serve anyone who is obviously intoxicated.
- Alcohol can only be served for a maximum of eight consecutive hours, with service closing at 12:00 midnight.
- Patrons must be allowed one hour after the last drink has been served for consumption before the event officially ends.
- Hours of alcohol service cannot be extended if the event does not start at the time requested on the application.
- If alcohol tickets are used at a function, ticket sales must end one half-hour before the bar closes.
- Organizers must set minimum liquor prices, as determined by AGLC at <http://aglc.ca/liquor/faq.asp#mindrinkprice>.
- Organizers should not promote the over-consumption of alcohol through low prices.
- Two for one or other such drink specials or promotions are prohibited.
- There will be no "last call" orders or multiple drink orders.
- Consumption and serving of alcohol must be at or in the facility designated for the event.
- Alcohol cannot be taken outside the licenced event area.
- Unauthorized alcohol cannot be brought into the event.
- Only alcohol purchased at a licenced Alberta vendor may be served or sold at the event.

### Provision of Food Regulations

- Two types of substantial food must be served at an event. Pizza, chicken wings and burgers are examples of substantial food while snacks such as chips and peanuts are not.
- Sufficient food must be available throughout the event to meet the demands of all attendees.
- Non-alcoholic beverages must be available to attendees.
- Complimentary water must be available to attendees.

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- Non-alcoholic complimentary beverages must be provided to attendees who identify themselves as designated drivers. Wrist bands or other method of identification may be used.

**Safety**

- In the event that any faculty, staff, student or guest has obviously over-consumed alcohol at such event, the attending designated administrator, Authorized Applicant or Alternate Contact should offer to call a cab or organize a ride with a responsible and sober driver.
- If an apparently intoxicated person appears insistent on driving a motor vehicle, the attending designated administrator or Authorized Applicant or Alternate Contact should advise such person that they will be notifying the police if such person drives themselves.
- The sponsoring organization shall cease serving alcoholic beverages at the request of the designated University administrator.
- A designated drivers program or taxi voucher program should be organized for all events.

**Responsibility for Fines**

- The Authorized Applicant or Alternate Contact and the group they represent may be legally liable in the event of injury or property damage resulting from alcohol being dispensed illegally.
- The Authorized Applicant or Alternate Contact and the group they represent are responsible for any fines levied by either the Province of Alberta or internally by the University.

**I have completed the application form and read and understand the requirements for serving alcohol. I agree to abide by all regulations of both the Province of Alberta and St. Mary's University with respect to the serving of alcohol at University events. I understand compliance is required and that violations will be reported and acted on.**

**Authorized Applicant**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Alternate Contact**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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**APPROVALS:**

Name: \_\_\_\_\_

Title: Faculty Advisor to the Student Association

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title (circle one): President    Vice-President Academic & Provost

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Appendix C**



**FACULTY AND/OR STAFF EVENT  
APPLICATION FOR PERMISSION TO PURCHASE A SPECIAL EVENT LIQUOR LICENCE**

Please complete in full and return to the Safety/Finance Coordinator at least 10 days before event. If you have any questions, please contact the Vice-President Finance or the Safety/Finance Coordinator.

\_\_\_\_\_ NON-SALE PERMIT \_\_\_\_\_ RE-SALE PERMIT

Type of Event		
Name of Authorized Applicant - CANNOT drink 4 hours prior to or during the Event		
Date Completed ProServe Training	Phone Number(s)	Address
Name of Alternate Contact at Function - CANNOT drink 4 hours prior to or during the Event		
Date Completed ProServe Training	Phone Number(s)	Address
Date of Event		
Maximum Number of People Expected to Attend		
Location of Event (Building and Room Number)		
Hours of Alcohol Service (Start Time/End Time – e.g. 3:00 to 6:00 pm)	Consumption to (one hour after Alcohol Service End Time e.g. 7:00 pm)	
Name(s) of Bar Server(s) - CANNOT drink 4 hours prior to or during event and are NOT the Authorized Applicant or Alternate Contact.		
Are you putting up posters? (Please circle answer) Yes No None of the advertising costs may be paid, either directly or indirectly, by a liquor supplier or liquor agency.		

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List two types of substantial food being served (e.g. pizza, chicken wings, burgers, etc.) Substantial food does NOT include snack items (e.g. chips, peanuts, etc.)

The following are requirements which must be strictly adhered to when serving or selling alcohol at University hosted events:

### Special Event Licence (SEL)

- An Authorized Applicant or Alternate Contact must apply for a Special Event Liquor Licence (see Appendix A) at least 10 days before the proposed event. A copy of the approved application form *St. Mary's University Application For Permission To Purchase A Special Events Liquor Licence* (see Appendix B and C) must accompany the Special Event Liquor Licence application.
- A copy of the Special Event Liquor Licence must be forwarded to the Finance Department at least 5 days before the event, along with proof of special event insurance.

### Insurance

- Arrangements for event insurance must be made through the Vice-President Finance office.

### Education

- The Authorized Applicant or Alternate Contact must complete the Alberta Server Intervention Program (See Appendix D).
- The Authorized Applicant or Alternate Contact will receive a copy of the Responsible Alcohol Use handout (See Appendix E) when the application for their event is approved.

### Event Regulations

- Alcoholic beverages will not be the primary focus of any University event.
- Campus events where alcohol is served shall not be publicized to the general public nor advertised on campus as an event where alcoholic beverages will be served.
- Alcoholic beverages will not be used to promote a University event.
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- Alberta Gaming and Liquor Commission (AGLC) inspectors and police must be allowed on the premises covered by a special event liquor licence.
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### Supervision Regulations

- The Authorized Applicant or Alternate Contact must be present to supervise at the event at all times. This person cannot consume alcohol during the four hours prior to or during the event.
- The host group will endeavour to provide one non-drinking supervisor for every 50 people attending a University hosted event.
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- The Special Event Liquor Licence and proof of purchase (itemized receipt for alcohol) must be posted above the bar.
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- Patrons must be allowed one hour after the last drink has been served for consumption before the event officially ends.
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### Provision of Food Regulations

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- Complimentary water must be available to attendees.
- Non-alcoholic complimentary beverages must be provided to attendees who identify themselves as designated drivers. Wrist bands or other method of identification may be used.

### Safety

- In the event that any faculty, staff, student or guest has obviously over-consumed alcohol at such event, the attending designated administrator, Authorized Applicant or Alternate Contact should offer to call a cab or organize a ride with a responsible and sober driver.

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- If an apparently intoxicated person appears insistent on driving a motor vehicle, the attending designated administrator or Authorized Applicant or Alternate Contact should advise such person that they will be notifying the police if such person drives themselves.
- The sponsoring organization shall cease serving alcoholic beverages at the request of the designated University administrator.
- A designated drivers program or taxi voucher program should be organized for all events.

**Responsibility for Fines**

- The Authorized Applicant or Alternate Contact and the group they represent may be legally liable in the event of injury or property damage resulting from alcohol being dispensed illegally.
- The Authorized Applicant or Alternate Contact and the group they represent are responsible for any fines levied by either the Province of Alberta or internally by the University.

**I have completed the application form and read and understand the requirements for serving alcohol. I agree to abide by all regulations of both the Province of Alberta and St. Mary's University with respect to the serving of alcohol at University events. I understand compliance is required and that violations will be reported and acted on.**

**Authorized Applicant**

**Alternate Contact**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVALS:**

Name: \_\_\_\_\_

Title (circle one):    President            Vice-President Academic & Provost            Vice-President Finance

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix D

### *ProServe Liquor Staff Training*

**The ultimate goal of *ProServe Liquor Staff Training* is to promote responsible liquor service in Alberta.**

Training topics include legal responsibilities and liabilities of licencees and servers, identifying intoxication, responsible service strategies, handling situations involving minors, and discontinuing or refusing service or sale of alcohol. Staff training helps to reduce the problems caused by underage drinking, over-consumption, impaired driving and liquor-related violence.

Be sure to advise your insurance company that your staff have completed the *ProServe Liquor Staff Training* course. *ProServe Liquor Staff Training* can give your staff the knowledge and confidence they need to help reduce your risk of liability and to enhance the safety of your premises.

In 2004, the AGLC launched ASIP (Alberta Server Intervention Program), an industry-led training program for all staff who sell and serve liquor. ASIP was developed from a number of separate programs in order to provide standardized training across the province. ProServe Liquor Staff Training is the new name for ASIP.

Under AGLC policy, Class A, B, D, E, Duty Free, and Commercial Public Special Event licencees are required to have all people selling liquor certified under ***ProServe Liquor Staff Training*** effective January 1, 2010, all new hires working in licenced premises, either full or part-time, with the exception of kitchen staff and bus persons, will have 30 days from their employment start date to successfully complete *ProServe*.

Anyone serving liquor under the authority of private special event licence, Class C licence or Community Public Resale Special Event (e.g. non-profit or volunteer organizations or municipalities hosting a community event, like a local rodeo) licence does not need *ProServe*. The Class C licence is issued to places such as clubs, legions, canteens, traveler's lounges, schools, hospitals, and seniors' residences. Class C licencees do NOT require *ProServe* for staff or volunteers.

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HOWEVER... any venue that sells or serves liquor, even if it is a private club, is exposed to the same legal liability issues as commercial venues. *ProServe* gives staff the knowledge and confidence necessary to help reduce their risk of liability and to enhance the safety of their premises.

Individuals who work or volunteer in a Class C licenced premises are strongly encouraged to complete *ProServe* Liquor Staff Training at NO COST.

To register or for more information, please contact *ProServe* office at 1-877-436-6336 or visit ***proserve.aglc.ca***.

Your results are provided immediately after you take the exam online. For the self-directed or seminar options, the exams must be mailed in for marking. If you pass, you will receive your certificate and wallet-sized card in the mail. If you do not pass, you will receive a letter informing you of your next steps. Please allow 2-3 weeks for the grading and mailing process.

AGLC policies are available online, **please visit AGLC to view Liquor Policies.**

If you are experiencing problems with alcohol, gambling, tobacco or other drugs – AADAC can help. Call 1-866-33AADAC (1-866-332-2322) for INFORMATION, SUPPORT and REFERRAL or visit [www.aadac.com](http://www.aadac.com) .



**Appendix E**  
**Responsible Alcohol Use**

**How much do I have to drink before I get intoxicated?**

First of all, let's define what counts as one drink. Each type of drink has a different percentage of alcohol content, so the sizes vary. Here are the standard serving sizes:

- Beer – 12 oz (one bottle....not one pint)
- Wine – 5 oz (a very small glass....not a goblet)
- Hard liquor – 1oz (one shot glass....not overflowing)

It's important to remember that when you go out, the bartenders don't use a measuring cup, so you might be drinking more than you thought you were.

Now what about mixed drinks? If they contain more than one shot, than it counts as more than one drink!

How quickly can my body process alcohol? Your body (more specifically your liver) can only process one standard drink per hour. Do your body a favour and pace yourself; try alternating between alcoholic and non-alcoholic drinks (mocktails are a great option).

What is B.A.C.? B.A.C. stands for blood alcohol concentration. This is the amount of alcohol that is absorbed into your blood stream. It is also what is measured by the breathalyzer tests.

The legal limit in Alberta, if you have a class 5 licence, is 0.08 mg/mL. If you have a probationary licence, the limit is 0 mg/mL, plain and simple.

Many things can affect your B.A.C. including:

- weight
- gender
- amount of alcohol consumed
- rate of consumption
- medication/drugs
- amount of food consumed
- mood

**What is Intoxication, anyway?**

Intoxication is when someone has had too much to drink. Your body can only process one drink per hour, so when you get ahead of your body's ability to process alcohol, the signs of intoxication begin to appear. Other words for being intoxicated include getting pissed, loaded, smashed, hammered, buzzed, sloshed, wasted, wrecked, ripped and just plain drunk.

Some signs of intoxication include:

- reduction of fine and gross motor skill
- change in volume of speech
- slurred speech
- red eyes
- sweating
- decreased alertness
- slow, shallow breathing
- sleepiness

It takes different amounts of alcohol to get different people drunk. Men and women absorb alcohol differently, in general men can drink more than women before getting drunk, and alcohol tolerances change depending on factors such as size, mood, fullness and fatigue. If you are a first time drinker, be aware of how much you are drinking. Go slowly and get to know your limit; often it takes longer for alcohol to absorb into your blood stream than you might think and intoxication can sneak up on you. Eat before drinking. Foods such as cheese and crackers help slow the absorption of alcohol into the bloodstream.

**Ok, so I've had wwaayyyy too much to drink. What now?**

Stay put. Do not drive. Stop drinking. Find your friends and get home safely. The grim reality of being drunk is that you just have to wait out the effects, as unpleasant as they may be. There are some common myths about how to "cure" drunkenness, such as drinking coffee, getting fresh air, inducing vomiting or taking a cold shower. In the end, these are just myths; they do not make the person sober.

Do not try any of these activities in an effort to speed up your metabolism. Remember, your body can process one drink per hour, so it needs to catch up and "time" is the only thing that will help you become sober.

Skip the:

- **Caffiene:** Serving coffee may give a loaded person a false sense of sobriety or create the "wide awake drunk".
- **Exercise/Activity:** Going for a walk or run may buy time, but may also increase the body's dehydration leading to a bad hangover.
- **Throwing up:** Inducing vomiting might help nausea, but will not lower alcohol already in the blood stream.
- **Cold Showers:** taking a cold shower may result in shock and could increase the potential for falling accidents.

There are some things you can do to help yourself feel better and stay safe.

- **Drink water:** Alcohol dehydrates the body, meaning it rids the body of water. If you keep yourself well watered you may feel better in the morning.
- **Get some sleep:** The body may naturally want to rest in order to metabolize the alcohol in its bloodstream, so go with it.
- **Stay Social:** Stay around friends whom you know and trust and who are sober. If you are really loaded, you run a few risks:
  - hurting yourself and doing something stupid that you may regret later. Stick with a friend who will help you if you pass out, fall or vomit.
  - Stay by people who will help you make better decisions while you are drunk, for example not driving and not going home with someone you don't know.

What alternatives do I have when I've decided that I have had enough to drink for one night but don't want water?

There are several great recipes for "mocktails" – these are alcohol-free cocktails. Here is a simple one that can be made with what you probably have in your fridge!

Mix in equal parts:

- ginger ale
- orange juice
- cranberry juice

Stir and enjoy! Don't forget to add the little drink umbrella and some crushed ice!

You can even have fun creating some of your own or get your friends together and have a competition for the best recipe.

**If I'm hosting a party, what are my responsibilities? Look these over to help you plan!**

Legal responsibilities:

As the host of a party, you are responsible for the behaviour of all of your guests. This includes what they do after they leave the party until they are sober.

You can be held responsible for injuries to your guests and damage that occur as a result of the alcohol you serve.

Some tips to keep everyone safe:

- serve the drinks yourself
- have extra money on hand for taxis
- provide extra blankets and pillows for people to spend the night
- serve food – opt for cheeses and veggies; items like peanuts or pretzels make people thirsty and they will tend to drink more
- stop serving alcohol early
- pace your own drinks – you will be alert just in case something needs your immediate and full attention
- have fun with your party – plan your party so drinking isn't the only thing to do at the party

Going to a party? Here are some tips to make it safe for you and your friends.

- always watch your drinks – this includes large size serving pitchers too
- go with friends and leave with your friends
- plan ahead – know how much you plan on drinking, how you are getting home and how much money you want to spend
- leave the credit cards at home
- go out for dinner with your friends before going to party, it's a great way to start the festivities
- alternate between alcoholic and non-alcoholic drinks

**I've been drinking an awful lot recently - how do I know if it's a problem?**

No one else can decide if you have a problem but you. Generally, a good way to assess whether your drinking is problematic is by how much it interferes with your life. Are you missing classes due to drinking? Are you feeling strapped for cash because you've spent a lot while partying? Do you ever black out because you've had too much to drink? Have you made bad decisions (such as drinking and driving or having unsafe sex) because you've been drinking? Do you crave alcohol? If these questions are making you nod, then perhaps it's time to re-think your drinking patterns and get some help.