



LIQUOR SERVICE PROCEDURE

Procedure Type:	Management	Initially Approved:	February 16, 1989
Procedure Sponsor:	VP Finance and Operations	Last Revised:	November 23, 2021
Administrative Responsibility:	Director, Campus Operations	Review Scheduled:	November 2026
Approver:	President and CEO		

A. INTENT

The Alberta University of the Arts (AUArts) recognizes events will take place on campus where alcohol will be served. The purpose of this procedure is to ensure alcohol is consumed in a safe and responsible manner following all Alberta Gaming, Liquor and Cannabis (AGLC) legislation.

B. SCOPE

The Liquor Service Procedure applies to all AUArts Students, Faculty, Staff and Visitors while consuming alcohol at a university event and to all event organizers where alcohol is being served at the university.

C. PROCEDURES

1. LIQUOR LICENSE

- 1.1 AUArts has a Class C (Post-Secondary Institution) liquor license which permits the consumption of alcohol in areas of campus outlined in section 4.2a.
- 1.2 The Director of Campus Operations has been pointed by the Vice President, Finance and Operations to act as the Premise Manager responsible for maintaining alcohol licensing compliance at AUArts.

2. SPECIFIC GUIDELINES

- 2.1 Organizers of University events where alcohol is served must have a strategy for controlling the delivery and monitoring of the consumption of alcohol.
- 2.2 Event personnel (whether volunteer or hired) must be ProServe certified when serving or monitoring consumption of alcohol.
- 2.3 Event personnel are not permitted to consume alcohol prior to or during their shift at any event.
- 2.4 Alcohol must not be served to any person under the legal drinking age of 18.

- 2.5 Alcohol must not be served to anyone who appears to be intoxicated by liquor or drugs.
- 2.6 Event personnel must ensure no apparently intoxicated individual leaves the event until reasonable steps have been taken to ensure they can leave the event safely.
- 2.7 Organizers of University events where alcohol is served must encourage and promote alcohol moderation and must provide food and non-alcoholic beverages.
- 2.8 The Director of Campus Operations (or delegate) has the authority to stop alcohol service or end an event in progress if the event is in violation of this procedure or poses any serious health and safety risk.

3. Responsibilities

- 3.1 Director of Campus Operations
 - a. Acts as the Premise Manager for AUArts Liquor License
 - b. Ensures the AGLC policies are adhered to
 - c. Liaise with the AGLC on any issues or concerns
- 3.2 AUArtsSA
 - a. Ensures all AUArtsSA Bartenders have current ProServe certification
 - b. Ensures all alcohol is securely stored in designated liquor storage area
 - c. Ensures properly trained AUArts-SA representative is present for the duration of event
- 3.3 Event Organizers
 - a. Ensures the Event Approval Form is completed and submitted for approval two weeks in advance of date of event
 - b. Ensures AUArts and AGLC policies and procedures are being followed during event in accordance with the AGLC liquor license
- 3.4 ProServe Bartenders
 - a. Ensure that AUArts policies and AGLC policies are adhered to
 - b. Inform campus security of any security, safety, or behavioural issues
 - c. Check persons proof of age before serving
 - d. Liaise with other bartenders and inform them of any individual that is not to be served liquor

4. SERVICE OF ALCOHOL

4.1 Hours of Service

Service of alcohol is permitted as per the Class C liquor license administered by the AGLC; typically Monday to Sunday from 9:00 am to 2:00 am with consumption until 3:00 am.

4.2 Permitted Locations

Service of alcohol is only permitted in locations identified by the liquor license provided by the AGLC:

a. Locations:

- i. Public Gallery Rooms 320 and 330
- ii. Student Gallery Room 335
- iii. Conference Room 330 and 3rd floor boardroom
- iv. 2nd Floor Student Lounge
- v. Main Mall and Room 371
- vi. Room 493 Including the Closet Gallery on the 4th Floor

4.3 Bartenders

For any University event where liquor will be consumed, it must be served by an individual who has a ProServe certification from AGLC.

4.4 Security

If liquor service exceeds two hours or is a significant size that could pose safety challenges, additional guard service is required. The number of security guards required will be determined by the Campus Operations Department depending on the nature of each individual event.

5. HEALTH AND SAFETY

5.1 Training

Campus Operations will ensure that AUArtsSA staff are ProServe trained through AGLC.

D. DEFINITIONS

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| (1) | AGLC: | refers to Alberta Gaming, Liquor and Cannabis, as established in the <i>Gaming, Liquor, and Cannabis Act, R.S.A. 2000, c.G-1</i> and amendments thereto |
| (2) | Alcohol | includes spirits, wines, coolers, ciders, beer, or a combination thereof |
| (3) | AUArts | refers to the Alberta University of the Arts |
| (4) | AUArtsSA | |

- refers to the Alberta University of the Arts Students' Association
- (5) **Event Organizer**
- refers to those individuals, groups, clubs, departments, faculties, divisions which are part of AUArts that hosts events
- (6) **Event Personnel**
- Refers to hired individuals or volunteers of the event, including bartenders and security
- (6) **ProServe**
Refers to the Alberta ProServe Liquor Staff Training program

E. RELATED POLICIES

- Code of Conduct Policy
- Student Conduct Procedure

F. RELATED LEGISLATION

- *Alberta Gaming, Liquor and Cannabis Act*

G. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
11/23/2021	Template, Logo, Complete Revision	All	VP Administration	President and CEO