

<u>University of Prince Edward Island</u>	<u>Policy No.</u> adms_gnl0005	<u>Revision no.</u> 0
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<u>Authority:</u> Board of Governors	<u>Responsibility:</u> VP, Finance & Facilities & VP, Academic Development	<u>WWW Access:</u> W

Introduction/Overview

This Policy is intended to provide and promote the procedures and rules governing the safe and responsible use of alcohol on Campus. UPEI is committed to educating its students, staff and faculty on the safe use of alcohol, and reinforces its commitment to ensure that UPEI students, staff and faculty act responsibly when consuming alcohol and/or participating in licensed Campus events.

1. Definitions

- 1.1 In this policy the following definitions apply:
- 1.1.1 “Campus” means the University of Prince Edward Island Campus located at 550 University Avenue, Charlottetown, PE.
 - 1.1.2 “Food Services” means the Food Services Department at the University of Prince Edward Island.
 - 1.1.3 “Liquor License” means a liquor license granted by the PEI LCC pursuant to the PEI LC Act and Regulations.
 - 1.1.4 “PEI LC Act and Regulations” refers to the then current Liquor Control Act (PEI) and its corresponding regulations.
 - 1.1.5 “PEI LCC”, when used in this Policy, means the Prince Edward Island Liquor Control Commission, or its successor.
 - 1.1.6 “Senior Management Group” refers to the committee of senior managers chaired by the President, and normally consisting of the President, Vice Presidents, Deans and the University Librarian.
 - 1.1.7 “Student Union Liquor License” means the Liquor License provided to the UPEI Student Union by the PEI LCC.
 - 1.1.8 “University Community” means the students, staff and faculty of the University, and visitors on Campus.

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- 1.1.9 “UPEI” or “the University”, when used herein, means the University of Prince Edward Island.
- 1.1.10 “UPEI Alcohol Safety Advisory Committee” means the Committee established pursuant to Section 4.13 herein.
- 1.1.11 “UPEI License Administrator” refers to the contact position for the administration of the UPEI Liquor License, a position held by the University’s Comptroller.
- 1.1.12 “UPEI Liquor License” means the Liquor License provided to the University by the PEI LCC.
- 1.1.13 When used herein the following terms, namely, Comptroller, Vice-President, Finance and Facilities, Vice-President, Academic Development, Director, Ancillary Services and Director, Student Services refer to the employee then in the specified employment positions staffed by the University.

2. Purpose

- 2.1. The purpose of this policy is to establish the procedures and rules that shall govern licensed events and the use of alcohol on Campus. Nothing in this policy is intended to create or impose any liability at law or in equity upon the University for violation of this policy by any member of the University Community.
- 2.2. The obligation to use alcohol legally and responsibly is, first and foremost, an individual one. This individual obligation does not preclude UPEI from taking appropriate action to manage the use of alcohol on Campus or at UPEI sanctioned events, and to enforce disciplinary action when the use of alcohol by certain individuals adversely affects UPEI activities, or is inconsistent with this policy or the PEI LC Act and Regulations. As a general statement and guideline, the University requires strict compliance with all PEI LCC rules and regulations, including the PEI LC Act and Regulations, at all functions and events at which alcohol is available. It is in no way intended that this policy shall replace or modify the PEI LC Act and Regulations and related Liquor License requirements; the terms of this policy are in addition to applicable PEI LCC rules and regulations. It is expected that at all times the students, staff and faculty of UPEI will adhere to the PEI LC Act and Regulations and related Liquor License requirements.

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2.3. UPEI shall:

- 2.3.1 use its best efforts to ensure that events and facilities at which alcohol is served on Campus are managed effectively, and in accordance with the PEI LC Act and Regulations and this policy;
- 2.3.2 implement serving practices and policies that promote the responsible use of alcohol and inhibit the adoption of high risk alcohol consumption practices;
- 2.3.3 manage alcohol use in UPEI's residences in a manner consistent with this policy;
- 2.3.4 manage alcohol use so as to prevent the creation of unreasonable risks and encourage safe practices in matters relating to alcohol use among members of the UPEI Community;
- 2.3.5 manage licensed facilities and activities in accordance with applicable law;
- 2.3.6 provide appropriate training to those responsible for the management of the UPEI Liquor License and the service of alcoholic beverages;
- 2.3.7 communicate this policy to organizations that operate on Campus;
- 2.3.8 keep abreast of developments regarding alcohol use education programs and training, related services, and other relevant data regarding alcohol consumption on Campus;
- 2.3.9 intervene when problematic alcohol use endangers the individual involved or others, significantly affects an individual's ability to function in the University setting, results in damage to the property of UPEI, disrupts University activities, educational or otherwise, or interferes with the rights of other persons;

3 Scope

- 3.1 This policy applies to any event at UPEI where alcohol service is provided, under the UPEI Liquor License. It further applies to the consumption or promotion of alcohol products anywhere on Campus by the University.

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- 3.2 Responsibility for the establishment of and amendments to this policy rests with the President.
- 3.3 General responsibility for enforcement of this policy rests with the Vice-President, Finance and Facilities and the Vice-President, Academic Development, and shall be implemented through the offices of the Comptroller, the Director of Ancillary Services, the Director of Facilities Management and the Director of Student Services.

4 Alcohol Control and Use

- 4.1 Liquor Licenses
 - 4.1.1 There are presently two Liquor Licenses servicing the University Community; one is held by the University and one is held by the UPEI Student Union.
 - 4.1.2 The administration of the UPEI Liquor License is the responsibility of the Comptroller (UPEI License Administrator). This responsibility may be delegated to the Director of Ancillary Services and further delegated to the Director of Food Services in respect of matters pertaining to the provision of catering services on Campus. This responsibility shall be exercised in consultation with the users of the licensed premises and licensed services, and the University Alcohol Safety Advisory Committee.
 - 4.1.3 The administration of the Student Union liquor License shall be the responsibility of the UPEI Student Union.
 - 4.1.4 “The Wave” is the student pub located on Campus, operated by the UPEI Student Union under the Student Union Liquor License.
- 4.2 Access to alcohol service on Campus utilizing the UPEI Liquor License is a privilege, available only when there is agreement and the means to operate in compliance with this policy and the PEI LC Act and Regulations.
- 4.3 Alcoholic beverages may not be consumed anywhere on Campus except in designated, licensed areas, as arranged through the UPEI License Administrator, at the Wave provided the beverages are purchased there, and in UPEI’s student residences, provided they have been purchased for private consumption.
- 4.4 Food and non-alcoholic beverages should be available wherever and whenever alcoholic beverages are being served.

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- 4.5 Alcoholic beverages may only be served in licensed areas by persons who have completed an appropriate training program.
- 4.6 Users of the UPEI Liquor License who fail to observe the applicable laws and regulations or the provisions of this policy may have their privileges withdrawn by the UPEI License Administrator.
- 4.7 Open or free bars will normally not be permitted on Campus.
- 4.8 **Advertising** - Advertising of events (on Campus or elsewhere), which emphasize excessive or inappropriate alcohol consumption, or which refer to the price or cost of alcohol, will not be permitted on Campus. UPEI does not approve of, nor will it authorize Campus events that promote or suggest excessive and/or irresponsible alcohol consumption. Such events may include, but are not limited to, pub crawls. UPEI's name, trade-marks and/or logos shall not be used in conjunction with these events.
- 4.9 **Donated Alcohol Products** - UPEI does not permit the distribution on Campus of free alcohol products.
- 4.10 **Alcohol Education for Students** - An alcohol education program shall be coordinated by the Director of Student Services in consultation with the UPEI Alcohol Safety Advisory Committee. This program will be aimed primarily at students, especially those who use licensed facilities on Campus or live in residence.
- 4.11 **Individual Interventions Involving Students** - When interventions to deal with problematic alcohol use by a student are necessary, these interventions shall be undertaken in a discreet manner, which respects the right of students to manage their own lives. Counsellors, residence staff and other staff members responsible for advising students will be made aware of the services available for persons experiencing alcohol-related problems, so that appropriate referrals can be made.
- 4.12 **Alcohol Use Developments** - UPEI shall use its best efforts to maintain links with agencies and organizations concerned with responsible alcohol use so as to stay abreast of developments in this area.
- 4.13 **University Alcohol Safety Advisory Committee** - There shall be a UPEI Alcohol Safety Advisory Committee which will:

4.13.1 comprise the following members:

UPEI License Administrator
Director of Ancillary Services

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Director of Student Services
 President of the UPEI Student Union
 Contracted Food Service Director
 Manager of The Wave
 Manager of Residence Services
 Health & Safety Officer
 Manager, Enterprise Risk and Business Planning
 A Security Department representative
 A Student Residence Advisor
 Such other persons as may be appointed from time to time by the
 Vice-President, Finance and Facilities

4.13.2 assist in the administration and responsible management of alcohol use on Campus;

4.13.3 monitor the implementation of this policy, and recommend changes when appropriate;

4.13.4 provide advice regarding the handling of specific alcohol safety issues;

4.14 **Violations of this Policy**

4.14.1 When a minor violation of this policy is detected, and provided the violation is corrected immediately, a licensed event may be permitted to continue to its conclusion.

4.14.2 Violations of this policy will be referred to the University License Administrator, who will determine the appropriate action as it relates to the violation. In the case of a violation by a student, this may include referring the matter to the Director of Student Services, who may in addressing the violation make reference to the Student Code of Conduct.

4.14.3 UPEI reserves the right to stop alcohol service immediately if a serious violation of this policy is detected, or immediate closure of the event is otherwise warranted. When a violation of this policy is detected, those responsible for the event will be notified as soon as possible (normally within three working days of the violation), and the UPEI License Administrator will give the responsible group or individual the opportunity to respond to the allegation, in person or in writing.

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4.15 Rules Governing Licensed Events on Campus

- 4.15.1 All events on Campus, where alcohol is served, must comply with the PEI LC Act and Regulations.
- 4.15.2 Unless otherwise authorized by the PEI LCC, only UPEI Food Services and the UPEI Student Union are permitted to supply and serve alcohol at public and licensed events on Campus in designated areas under their respective liquor licenses.
- 4.15.3 The service and/or sale of alcohol pursuant to the UPEI Liquor License is permitted only within the rooms and areas on Campus as designated by the University and approved by the PEI LCC. The current designated rooms list, as approved by the PEI LCC, is attached hereto as *Appendix A* (the “Designated Rooms List”), which may be amended from time to time by the University, provided it receives the approval of the PEI LCC.
- 4.15.4 The service and/or sale of alcohol in rooms or areas on Campus other than those identified on the Designated Rooms List must be approved in writing, in advance, by the PEI LCC and the UPEI License Administrator. (reference also section 4.16 herein)
- 4.15.5 Access to areas where alcohol will be served and/or sold shall be restricted to patrons nineteen years of age or over, unless otherwise expressly provided for in the PEI LCC Act and Regulations. Where applicable, a designated area must be provided for minors.
- 4.15.6 Where alcoholic beverages are being served there shall be supervision by staff authorized by the University. Access to the licensed areas shall be restricted to the maximum number of persons permitted in accordance with the PEI LC Act and Regulations. Alcoholic beverages cannot be removed from the licensed areas.
- 4.15.7 All servers shall have a certificate of training, shall not serve alcohol to an intoxicated person and shall not serve alcohol to a person under 19 years of age.
- 4.15.8 At each event where alcohol is served, adequate security and/or supervision shall be in place to ensure compliance with this policy and the PEI LC Act and Regulations. Licensed events having the potential for 200 or more participants require that a risk assessment and security plan be prepared and approved by Campus Security Services at least one week in advance of the date of the scheduled event.

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4.16 **Procedures for Authorizing Licensed Events:**

Licensed events to be held in rooms or areas that are not on the Designated Rooms List must be approved in writing by the UPEI License Administrator and the PEI LCC, and a special permit issued. Special permit applications can be obtained from the Comptroller's Office, and should be submitted at least one week prior to the date of the scheduled event. Each application must include a floor plan, the number of patrons expected, a security plan (for events which have the potential of attracting more than 200 patrons), and the location of the washrooms that will service the event.

5 Review

5.1 This policy is subject to annual review.

6 References/Applicable Law

6.1 PEI LC Act and Regulations

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Appendix "A"

NOTE: SUBJECT TO REVIEW FOR CAPACITIES

Designated Rooms List - Serving Areas:

	Building	Room	Capacity (Persons)
1A & 1B	Andrew Hall	Meeting Rooms 142 & 142A	108
1C	Andrew Hall	Corridor – Room 141	45
2	Main	Faculty Lounge – Room 101	155
3	Blanchard Hall	Lounge – Room 129	73
4	Wanda Wyatt	Dining Hall – Room 126	799
5	Bernadine Hall	Meeting Room 240	54
6A	Dalton Hall	Dining Room 207	51
6B	Dalton Hall	Lounge - Room 206	32
7	Kelley	Board Room 234	45
8	Memorial Hall	Lounge - Room 306	82
9A	AVC	Faculty Lounge – Room 504	94
9B	AVC	Cafeteria – Room 228N	190
10A & 10B	Chi-Wan Young Sport Centre	Lobby – Room 244 & Corridor – Room 213	276
10C	Chi-Wan Young Sport Centre	Gym - Room 117	2156
11	Duffy	Lounge - Room 445	34
12	K. C. Irving Bldg Chemistry	Lounge - Room 200	56
13A	<i>W.A Murphy Student Centre</i>	<i>The Wave – Room 140 (Licensed under Student Union)</i>	283
13B	<i>W.A. Murphy Student Centre</i>	<i>McMillan Hall – Room 130 (Licensed under Student Union)</i>	424
13C	<i>W. A. Murphy Student Centre</i>	<i>Student Day Lounge – Room 101 (Licensed under Student Union)</i>	75
13D	<i>W.A Murphy Student Centre</i>	<i>Concourse – Room 106 (Licensed under Student Union)</i>	318
14	Robertson Library	The Pit – Room 201	258
15A	McDougall Hall	Market Square – Room 248	139

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15B	McDougall Hall	Market Street /Concourse – Room 237	182
15C	McDougall Hall	Executive Board Room 231	32
15D	McDougall Hall	Board Room 227	33
15E & 15F	McDougall Hall	Mezzanine – Rooms 305 & 331	139
15G	McDougall Hall	SBA Meeting Room 318	32
16A	UPEI Alumni Canada Games Place	Clubhouse Lobby – Room 101	63
16B	UPEI Alumni Canada Games Place	VIP Hospitality Lounge	89