

**ALCOHOL SERVICE AND CONSUMPTION ON CAMPUS**

Section:	Administration (AD)
Subject:	Institute and Non-Institute Services
Legislation:	<i>Gaming and Liquor Act (RSA 2000 cG-1); Alberta Fire Code 2014 (AR 32/2015).</i>
Effective:	November 18, 2005
Revision:	April 24, 2012; January 28, 2015; September 1, 2016 (reformatted)

**APPROVED:** \_\_\_\_\_  
**President and CEO**

**POLICY**

The policy of the Board of Governors is to allow the legal use of alcoholic beverages on campus under controlled circumstances designed to ensure that such use complies with applicable legislation and is managed in such a manner as to protect SAIT from any potential alcohol-related liability.

**PROCEDURE****DEFINITIONS**

- Alberta Gaming and Liquor Commission (AGLC) Pro Serve Liquor Staff Training Program** An online training program for people serving or selling alcoholic beverages.
- Apparently intoxicated** A person who is, or who appears to be, intoxicated by drugs or alcohol.
- Class C license** A class of license for the sale and consumption of alcoholic beverages on premises that are not open to the public and that are restricted to members or other defined individuals. SAIT's liquor license is a Class C license.

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**Licensed function**

A function involving alcoholic beverages. A licensed function falls into one of two categories: SAIT sponsored and non-SAIT sponsored.

**Licensed premises**

A pre-authorized location indicated on SAIT’s current liquor license or a location approved through the liquor license extension process.

**Members**

SAIT employees, students and invited guests. Proof of membership must be supplied upon demand.

**Non-SAIT-sponsored function**

An event which SAIT has not organized but for which SAIT has allowed an organization, group or individual to rent space on its campus.

**SAIT-sponsored function**

An event which SAIT has organized and which benefits SAIT. It is not open to the public: attendance is limited to members of the SAIT community and their invited guests. This includes but is not limited to student functions, student club meetings and employee functions.

**GOVERNING PRINCIPLE**

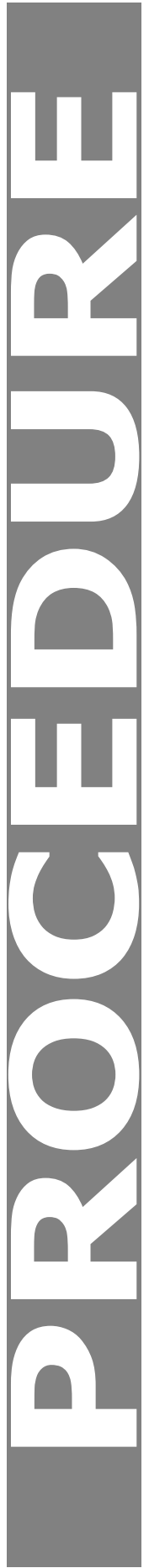
1. This procedure applies to the main SAIT campus and to all satellite SAIT campuses.

**PROCEDURE**

**A. Alcohol Service and Consumption Procedures**

1. Alcohol service and consumption may occur only at a pre-authorized location indicated on SAIT’s current liquor license or at a location approved through the liquor license extension process, and only during the times specified on the permit for that location.
2. A copy of the current liquor license must be prominently displayed at the licensed premises.
3. Attendance must not exceed the maximum occupant load of the licensed premises or the limit approved for the function, including patio extensions, as stated on the Occupant Load Certificate issued pursuant to the *Alberta Fire Code 2014*.

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4. A Commercial Services department representative or designate must supervise all licensed functions; alcoholic beverages cannot be served in the absence of such supervision.
5. Admission to a licensed function is restricted to members and the guests of the sponsoring organization, group or individual.
6. Promotion or advertising of a licensed function's activity that relates specifically to the drinking of alcoholic beverages:
  - a) May refer to the fact that it is licensed, but must not specifically refer to the type, brand and/or manufacturer of the alcohol to be served;
  - b) Must indicate that admission is restricted to members and the guests of the sponsoring organization, group or individual; and
  - c) Must refer to the availability of non-alcoholic beverages.
7. Alcohol shall not be used as an inducement to participate in the function. Games or contests which feature alcohol or which promote the use of alcohol are not permitted.
8. Donations of alcoholic beverages are not permitted.
9. As per SAIT's Class C license, liquor service is restricted to Monday to Sunday 11 am to 1 am (or midnight, in the case of patio liquor service), followed by a one-hour consumption period.
10. Only a person who is at least 18 years old and who has been designated as a server may have direct access to the alcoholic beverages being served at a licensed function.
11. A selection of food and non-alcoholic beverages must be provided. Before 2 pm, a patron who wishes to obtain liquor service must order and consume an individual meal. For example, one order of nachos for a table of five will not constitute an individual meal: each patron must order an individual meal in order to obtain liquor service. After 2 pm, patrons will be encouraged but not required to order meals.
12. A server may not serve an unopened container to a patron.
13. Consumption of alcoholic beverages is permitted only within the licensed premises. A patron is not permitted to leave the licensed premises with an alcoholic beverage.
14. An apparently intoxicated person is not allowed to enter a licensed function. An

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apparently intoxicated patron who is already in attendance may remain in the licensed premises but shall not be served, allowed to consume or be in possession of an alcoholic beverage. SAIT is legally obliged to refuse service to an apparently intoxicated person.

15. The appointed SAIT representative supervising the function or who is in charge of the licensed premises has the right to refuse service where a patron’s conduct is in question.
16. A patron whose behavior is or becomes quarrelsome, inappropriate, riotous or disorderly, or who is engaged in illegal activities including but not limited to the sale of drugs, will be refused liquor service and will be removed from the licensed premises.
17. Reasonable efforts will be made to ensure the safe transport of an apparently intoxicated patron home through means such as the designated driver program, taxi or public transportation at the patron’s own expense.
18. Refer to the Alberta Gaming and Liquor Commission’s Licensee Handbook for complete license requirements.

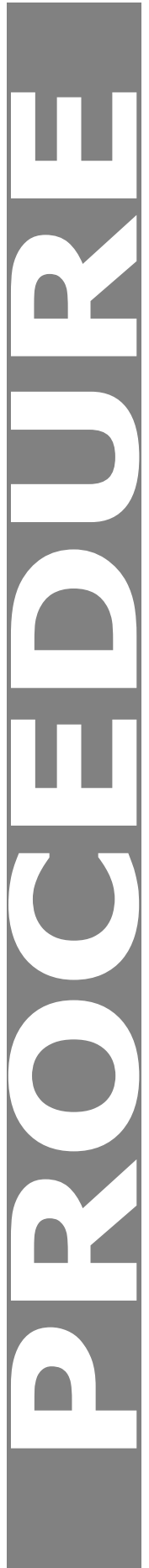
**B. Minors**

1. A minor may not sell, serve or handle alcoholic beverages in any manner.
2. A minor may not receive liquor service in any licensed premises under any circumstances.
3. A minor may not attend a licensed function unless the Alberta Gaming and Liquor Commission has approved that minor’s attendance in advance.
4. The SAIT representative supervising the function or who is in charge of the licensed premises has the right to refuse service where a patron cannot provide appropriate proof of age.

**C. Server Staff Requirements**

1. A person designated as a server at SAIT is required to:
  - a) Ensure the licensed premises are safe, considering that patrons are consuming an

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intoxicating substance and may be more likely to have accidents;

- b) Ensure the maximum occupant load is not exceeded;
  - c) Help detect an apparently intoxicated patron;
  - d) Make a reasonable effort to ensure the safe transport of an apparently intoxicated patron home through means such as the designated driver program, taxi or public transportation at the patron's own expense;
  - e) Make reasonable attempts to prevent a patron from injury or from injuring others;
  - f) Prohibit activities that may cause personal injury;
  - g) Refuse liquor service to an apparently intoxicated patron, as it is an offence under the *Gaming and Liquor Act* to provide liquor service to an apparently intoxicated patron and as the server may be civilly liable if the server does so;
  - h) Successfully complete the Alberta Gaming and Liquor Commission ProServe Liquor Staff Training Program, or an equivalent program approved by a designated Commercial Services supervisor/manager and the manager responsible for corporate health and safety; and
  - i) Take appropriate actions to reduce the risk of patron assault.
2. In relation to the Highwood Dining Room:
    - a) School of Hospitality and Tourism students are not considered server staff for the purposes of paragraph C.1.h) of this procedure.
    - b) The instructors at the Highwood Dining Room are responsible for supervising their students and for ensuring that the Highwood Dining Room follows this procedure.
  3. Servers should review the Alberta Gaming and Liquor Commission's Licensee Handbook.

#### **D. Liquor License**

1. SAIT's license covers the locations listed on Schedule A, an Associated Document to this procedure.

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2. A liquor license extension is required if a licensed function is to be held in a room or area not listed on SAIT's license. To obtain the extension, contact the designated Commercial Services supervisor/manager.

#### **E. SAIT-Sponsored Functions**

1. If a SAIT-sponsored function is to include the consumption of alcoholic beverages:
  - a) Contact the designated Commercial Services supervisor/manager for consultation, approval, planning and liability information;
  - b) Receive written approval from the designated Commercial Services supervisor/manager to hold the function and for alcoholic beverages to be consumed at the function; and
  - c) Obtain a liquor license if the function is to be held in a room or area not listed on SAIT's license.
2. Alcoholic beverages must be obtained through Commercial Services' food service provider.
3. Procedure [AD.2.6.1 Commercial Salesmanship on Campus – Foodstuffs](#) applies to SAIT-sponsored functions.

#### **F. Enforcement of Procedure**

1. SAIT's AGLC designate has the authority to:
  - a) Arrange for inspections of any licensed premises by mystery shoppers;
  - b) Conduct informal visits to any licensed premises; and
  - c) Enforce the AGLC guidelines at any licensed premises.
2. Executive Management Committee has the overall responsibility for ensuring that SAIT complies with liquor licensing requirements.
3. Upon review of recommendations from Commercial Services, Executive Management Committee can decide on additional remedies and discipline for non-compliance with this procedure, in addition to those set out by the AGLC.

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## ASSOCIATED DOCUMENTS

Schedule A Areas covered under SAIT's liquor license

## POLICY/PROCEDURE REFERENCE

AD.2.2 Alcohol Service and Consumption on Campus policy

**PROCEDURE**

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