

Alcoholic Beverages Policy

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Signature/Position:

Vice-President, Finance and Administration

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[Application Legislation:](#)

Liquor Licence Act of Ontario, August 14, 1998

[INTENT](#)

To encourage the responsible use of alcohol on campus. The University of Guelph is committed to providing and maintaining an environment which minimizes the extent to which the consumption of alcohol on campus harms members of the University community and disrupts the teaching/learning/living environment.

[DEFINITION](#)

The University of Guelph recognizes the unique social needs of a campus community and has attempted to provide an environment where these needs can reasonably be met. In this regard, provision for the sale and service of alcoholic beverages on campus is a privilege accorded only to the extent that there is compliance with all internal rules, regulations and statutory requirements.

The University's goals with respect to alcohol use proceed from its commitment to the development of self-responsibility and respect for others. While the University is concerned for the welfare of its members, alcohol use is primarily the responsibility of individuals. All University community members have an obligation to use alcohol responsibly and legally.

The University will:

1. promote self-responsibility in the use of alcohol;
2. discourage high-risk alcohol related practices through appropriate policies and procedures in the areas of prevention (policy and education), intervention, and discipline;
3. respect the needs of those who are non-drinkers or underage;
4. support the law in the administration of and access to alcohol on campus;
5. help minimize dependence on alcohol-related sales or sponsorship by all university groups.

1. [Implementation:](#)

The authority and responsibility for the administration of procedures and programs to provide for the implementation of this policy is assigned to the University's Liquor Licence Administrator and that Officer will provide regular reports to the Vice-President, Finance & Administration concerning the status of the policy.

2. [Service Policy:](#)

Service practices in licensed venues in the Province of Ontario are prescribed in the regulations set out in the Liquor Licence Act of Ontario. To this end all licensed facilities will serve alcohol in a manner which does not violate these regulations.

In addition, the University, in an attempt to reduce risk and create responsible drinking practices has prescribed certain service practices for their facilities serving alcohol on campus that go beyond the limits imposed by the Liquor License Act . The following is an outline of these service practices.

1. Facilities designated with high risk times (e.g. Brass Taps) will be controlled by door staff equipped with counters during high risk times (9:00 p.m. - 2:00 a.m.)
2. Where appropriate, hosts will be asked to sign in guests; there will be a maximum of two guests per host.
3. Table service is restricted to one drink per patron per order. Self serve - two drinks per person per order.
4. No drink will be served in containers that hold only 1 ounce of product.
5. No drink of spirits will contain more than 1-1/2 ounces of alcohol.
6. No service of pitchers of beer to less than 3 patrons.
7. No service of pitchers after the point in time which is 1/2 hour before scheduled hours of closing.
8. No admittance to facilities after the point in time which is 1/2 hours before scheduled hours of closing.
9. No last call.
10. A list of banned individuals to be shared and enforced by all on campus venues and campus Security Services.
11. [Discipline Guidelines \(Appendix A\) below](#) - form part of the operating policy for on campus licensed facilities.

3. Advertising/Sponsorship:

Advertising of alcohol can be seen as occurring in three distinct segments of the University environment, namely, Licensed Establishments, Non-licensed Areas and Student Housing Services.

3.1. Licensed Establishments:

All advertising in licensed establishments must conform to the regulations set out in the Liquor Licence Act of Ontario and applicable University Policies.

3.2. Non-Licensed Areas:

Brewery/distillery sponsorship with respect to the announcement of events via posters, T-shirts, balloons, and other accessories related to the event will not be permitted.

Advertising of events must be responsible, in good taste and will not promote alcohol as the focus of the event.

Brewery/distiller sponsorship of activities such as player of the game will not be allowed.

Print publication of beverage alcohol advertising of all kinds will not be allowed.

The blatant promotion of alcohol as the focus of an event is prohibited (Bash, Drunk, etc.).

Permanent signage reflecting brewery/distiller advertising will not be allowed.

Brewery/distillery sponsorship of alcohol awareness and educational effort is permitted as long as the University retains editorial control.

3.3. Student Housing Services

Advertisements must be responsible, in good taste and are prohibited from promoting alcohol consumption as the focus of the event.

A BYOB event may advertise an admission charge (if any).

Advertisements associated with an organized event must not refer to the following (or anything similar to the following):

- drunk (inebriation slang)
- sex (or any sexual reference)
- violence

Advertisements may appear inside the host building only (see definition "Host Building"). Advertisements for the event must not appear in the Unclassified, on the cannon, on any other University print or broadcast media, or any external print or broadcast.

Any application for exceptions for advertising must be submitted in writing to the Director of Student Housing Services at least two weeks prior to the event. If this policy is violated, advertisements will be removed at the expense of the Primary Organizer, and may lead to cancellation of the event and/or future event privileges.

Sponsorship by the manufacturers or representatives of alcoholic beverages of any event involving the use of alcohol in residences is not permitted.

No marketing of alcoholic beverages, or manufacturers brand logos and trademarks is permitted in any form, except on beverage containers and on the cases in which alcohol is packed.

Some examples of marketing activities not permitted:

Signs, banners, posters, advertising a manufacturer of alcoholic beverages or any alcoholic beverage. Hats, bags, balloons, openers, cork screws, cigarette lighters, and coasters which bear an image or engraving which features the name or logo of an alcoholic beverage or the manufacturer of same.

4. [Special Events](#)

Special events are held in various locations on campus including but not restricted to, Peter Clark Hall, Creelman Hall, the Athletic Centre, Twin Pad Arena and Johnston Green. These activities, many times, fall into a riskier classification because of their size and the type of venue and must adhere to the following policies:

1. All special events that are determined high risk will require policing. The number of police will be determined in consultation with the Director of Security Services and/or the City of Guelph Police. See [Appendix B below- High Risk Alcoholic Beverages Events On Campus and the need for Security Services.](#)
2. The self-serve method of operation at special events will be limited to two drinks per customer per order.
3. All serving practices for licenced facilities on campus will apply to special events, with the exception of single drinks per order as noted in (ii) above.
4. All staff will be hired by either the University Centre Administration or Hospitality Services. Volunteers may only be employed in low risk situation positions and must be Smart Serve trained.
5. A 1:30 ratio of Smart Serve trained staff to attendees must be maintained at all special events.
6. Promotional material will be limited to advertising of a specific function with no mention or suggestion of it being oriented to alcohol. Such references as pubs, bashes, wipe-outs, etc. is not allowed.
7. A guest sign-in procedure must be maintained for all high risk events.
8. The Director of Hospitality Services or the Director of the University Centre Administration, in consultation with the Director of Security Services, will determine final requirements for high risk special events to be held in their respective areas of responsibility. An appeal may be made to the holder of the University liquor licence if deemed necessary.

5. [Education](#)

5.1. Unlicensed Areas:

1. Student Affairs staff will provide alcohol education and training for management of events involving alcohol. Training will continue to be provided for student leaders, including Orientation staff and volunteers, Interhall Executive, Residence Assistants, College Student Government executive, Central Student Association executive and Peer Helpers.
2. Entering students will receive educational materials and workshops that address the primary and secondary consequences of irresponsible alcohol consumption, especially over-consumption and binge drinking, and their opportunity to make choices about their drinking style. These programs will be offered during START, Orientation and through other programs geared to new students.
3. Wellness Education staff will make educational programs available. These programs will be offered throughout the academic year, and include Alcohol Awareness Weeks and Safe Break periods.
4. DrinkWise will continue to be offered as a remedial education program for students who are experiencing problems because of their drinking behaviour.

5.2. Licensed Areas:

1. All University of Guelph staff involved in the service of alcoholic beverages must be Smart Serve trained.

APPENDIX A**DISCIPLINARY GUIDELINES
FOR FACILITIES
LICENCED UNDER THE LIQUOR LICENCE ACT*****AND OPERATED BY THE
UNIVERSITY OF GUELPH*****References to the Liquor Licence Act 1990 as amended July 31, 1997**

Revised January, 2003

The University of Guelph recognizes the unique social needs of a campus community and has attempted to provide an environment where these needs can reasonably be met. In this regard, provision for the sale and service of alcoholic beverages on campus is a privilege accorded to its members, only to the extent that there is compliance with all internal rules, regulations and statutory requirements.

The University's goals with respect to alcohol use proceed from its commitment to the development of self-responsibility and respect for others. While the University is concerned for the welfare of its members, alcohol use is primarily the responsibility of individuals. All University community members have an obligation to use alcohol responsibly and legally.

It is the policy of the University of Guelph to:

1. promote self-responsibility in the use of alcohol;
2. discourage high-risk alcohol related practices through appropriate policies and procedures in the areas of prevention (policy and education), intervention, and discipline;
3. respect the needs of those who are non-drinkers or underage;
4. support the law in the administration of and access to alcohol on campus;
5. help minimize dependence on alcohol-related sales or sponsorship by all university groups./

The University operates facilities authorized under the Liquor Licence Act of Ontario to serve alcoholic beverages to the University of Guelph community and their guests.

Guidelines have been established and disciplinary action will be taken against persons contravening the Liquor Licence Act or University of Guelph Liquor Policies while present or attempting to gain access to any of the University's licensed establishments.

The sound judgement of management and staff will be honoured and each behavioural problem, while in the facility, will be dealt with on an individual basis.

The recommended courses of action listed for a violation do not have to be administered in alphabetical sequence. The actions do increase in severity and are to be applied as the situation warrants.

The following document represents guidelines to be followed and revisions will be made as required. A formal review of these guidelines will be conducted annually by the Operators' Group and forwarded to the Alcohol Interest Group for approval.

All references to LLA refer to the Liquor Licence Act 1990 as amended July 31, 1997.

Section A:

Action(s) to be taken if patron is in contravention of the guidelines

Upon entering a Licensed facility, a patron(s) must:

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| 1. utilize the designated entrance. | a. refuse admittance
b. to the appropriate entrance |
| 2. Be properly attired (shirt and shoes). | a. refuse admittance |
| 3. Go to the end of the line up, if one exists. | a. refuse admittance.
b. ask to return to the end of the line |
| 4. not be impaired and/or intoxicated.
[ref. LLA Chapter 19 #29 and #31(4)(a)] | a. refuse admittance |
| 5. Not use profanities or be troublesome to on-duty staff members or other patrons. | a. refuse admittance |
| 6. not enter the establishment with any type of beverage. [ref. Regulation 719 #33] | a. confiscate beverage
b. refuse admittance |
| 7. surrender sharp, dangerous or bulky objects at the door during his/her time in the facility. | a. refuse admittance |
| 8. provide Liquor Licence Act approved identification. | a. refuse admittance
b. call University Police and suspend from all venues for a minimum of one year past his/her 19th birthday. |
| a) If, in the judgement of the staff, he/she appears under the age of majority, even though suitable identification has been provided. | |
| b) If the document has been tampered with or appears to be falsified, criminal charges are to be laid. [ref. LLA Chapter 19 #30(12) and LLA Regulation 719 #41(1),(3) and (5)] ⁹ | |
| 9. not attempt or obtain entrance to the facility after that time which is one-half hour before closing | a. remove from facility. |

Section B:

While in the Licenced facility, patron(s) must:

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. provide Liquor Licence Act-approved identification when requested.
[ref. LLA Regulation 719 #41(1) and (2)]</p> | <p>a. remove from facility.</p> |
| <p>2. not be sold or supplied with liquor if he/she appears to be intoxicated.
[ref. LLA Chapter L19 #29]</p> | <p>a. not receive or consume any more liquor.
b. remove from facility.
c. call University Police.</p> |
| <p>3. not be in an intoxicated condition in a place to which the general public is invited or permitted access. [ref. LLA Chapter L19 #31(4)(a)]</p> | <p>a. remove from facility.
b. call University Police.</p> |
| <p>4. not remain on the premises if there are reasonable grounds to believe that he/she is:
a) Unlawfully on the premises.
b) On the premises for an unlawful purpose.
c) Contravening the law on the premises.
[ref. LLA Chapter L19 #34(1)]</p> | <p>a. remove from facility.
b. suspend from all venues for a minimum of four months.</p> |
| <p>5. not be sold or supplied with liquor if he/she would be in danger, or is in danger of causing injury to himself/herself or injury or damage to another person or the property of another person.
[ref. LLA Chapter L19 #39]</p> | <p>a. not receive or consume any more liquor.
b. remove from facility.
c. suspend from all venues for a minimum of four months.</p> |
| <p>6. not enter behind the bar area or other staff designated areas.
[ref. LLA Regulation 719 #44(1)]</p> | <p>a. warn patron of Alcoholic Beverages Policy.
b. remove from facility.</p> |
| <p>7. not be intoxicated, riotous, quarrelsome, violent, disorderly, use profanities, verbally and/or physically harass or intimidate on-duty staff members or other patrons anywhere on the premises, regardless of the aggressor.
[ref. LLA Regulation 719 #45(1)]</p> | <p>a. remove from facility.
b. suspend from all venues for a minimum of four months.
c. call University Police.</p> |

While in the Licenced facility, patron(s) must:

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|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>8. not refuse to co-operate in the event of a fire or other emergency.</p> | <p><u>Action(s)</u> to be taken if patron is in contravention of the Disciplinary Guidelines:
a. remove from facility
b. suspend from all venues for a minimum of four months.</p> |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Section B:

While in the Licensed facility, patron(s) must:

Action(s) to be taken if patron is in contravention of the Disciplinary Guidelines:

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| <p>9. not hold, offer for sale, sell, distribute, or consume a narcotic as defined in the Narcotic Control Act (Canada) on the premises.
[ref. LLA Regulation 719 #45(2)]</p> | <p>a. call University Police and remove from facility, Suspended from all venues for a minimum of four months.</p> |
| <p>10. not possess alcoholic beverages other than those purchased from the licensed facility.
[ref. LLA Regulation 719 #33]</p> | <p>a. confiscate beverage.
b. remove from facility.</p> |
| <p>11. be responsible for the actions and consequences of any guests signed in under his/her University I.D.</p> | <p>a. receive the same disciplinary action as the guest.
b. suspend from all venues for a minimum of four months.</p> |
| <p>12. not stand on tables or put feet on chairs.</p> | <p>a. warn of Alcoholic Beverages Policy.
b. remove from facility.</p> |
| <p>13. not intentionally damage property.</p> | <p>a. remove from facility
b. suspend from all venues for a minimum of four months
c. call University Police.</p> |
| <p>14. not throw objects.</p> | <p>a. warn of Alcoholic Beverages Policy
b. remove from facility.</p> |
| <p>15. not solicit or distribute unauthorized advertising material.</p> | <p>a. warn of Alcoholic Beverages Policy.
b. ask to remove any advertising and confiscate. A copy of which is to be sent to the Solicitations Committee for action if warranted.
c. remove patron from facility.
d. inform Solicitations Committee.</p> |

Section C:

Action(s) to be taken if patron is in contravention of the Disciplinary Guidelines:

While leaving the Licensed facility, patron(s) must:

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|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| 1. utilize the designated exits. | a. direct to the appropriate exit. |
| 2. leave the premises immediately when requested. [ref. LLA Chapter L19 #34(2) and #34(5) and (6)(a)] | a. remove from facility
b. suspend from all venues for a minimum of four months. |
| 3. not re-enter the premises on the same day he/she is requested to leave. [ref. LLA Chapter L19 #34(6)(b)] | a. remove from facility
b. suspend from all venues for a minimum of four months. |
| 4. not attempt to remove liquor from the premises. [ref. LLA Regulation 719 #34] | a. confiscate beverage.
b. remove from facility.
c. suspend from all venues for a minimum of four months. |
| 5. not use profanities or be troublesome to on-duty staff member or other patrons. | a. remove from facility.
b. suspend from all venues for a minimum of four months. |
| 6. not attempt to remove any property of the facility. | a. call University Police and suspend from all venues for a minimum of four months. |
| 7. not have or consume liquor in any place other than at the licensed facility: | a. confiscate beverage.
b. suspend from all venues for a minimum of four months.
c. call University Police |
| a) if, in the judgement of the staff, the liquor appears to have been purchased from our licensed facilities. | |
| b) if, in the judgement of the staff, the liquor has been purchased at a place other than the licensed facility. [ref. LLA Chapter L19 #31 (2)(b)] | |

¹ Report of the Alcohol Policies and Practices Task Force, 1989, page 6.

APPENDIX B

HIGH RISK ALCOHOLIC BEVERAGES EVENTS ON CAMPUS AND THE NEED FOR SECURITY SERVICES

1. Definition of High Risk

The Alcoholic Beverages Policy stipulates, “all special events that are determined high risk, will require policing.” However, the document does not specify how high risk is defined, nor who makes the decision. It is recommended that the following information be added to the Policy:

2. Criteria for determining the risk level of an alcoholic beverages event:

1. **Venue** The following venues are considered high-risk areas: Arena, Sports Dome, Gymnasium, or any event held outside.
2. **Beverage** The serving of alcohol adds to the risk, with a self-service event being of greater risk than a wait service.
3. **Numbers** The larger the number, the greater the risk.
4. **History** Past history of a group can be a predictor of risk.
5. **Participants** If non-university members are in attendance, the risk increases as well.

Events that occur in a high-risk venue, with any of the listed risk characteristics, must be reviewed to determine if it is deemed “high risk”. Any operator can ask for a review of an event, which is not in a high-risk venue but which presents some concerns.

3. Authority for Determining if an Event is High Risk

The Operators Group will review events and determine if it is assessed as High Risk. The Operators Group consists of the Director of Security Services, the Director of the University Centre, the Director of Hospitality Services, and the Director of Facilities and Hospitality Services. In this way, all events will be assessed by the same group of individuals, and treated in a similar manner.

4. Security Procedure for High Risk Events

As per the Alcohol Policy, all special events that are determined high risk will require policing. The Director of Security Services, in consultation with the City of Guelph Police, will determine the number of police required.

5. Monitoring of High Risk Events

While one event in itself may not be deemed high risk, if a number of events are occurring on campus the same night, there could be security concerns for Security Services. It is recommended that Security Services receive copies of all events that are being planned on-campus.