

# UNIVERSITY CENTRE POLICIES

UC-4 | HIGH RISK EVENTS & ALCOHOL SERVICE | EFFECTIVE: February 6, 2024

Authorization: University Centre Board

Date: February 6, 2024

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**GENERAL:** The University Centre Board recognizes that activities deemed as high risk and the sale and service of alcoholic beverages at events requires additional resources and security measures to ensure the safety and protection of attendees and staff. To maintain safe practices and ensure compliance with all provincial laws and university policies, this policy outlines the rules and responsibilities relating to activities deemed to be high risk and events with alcohol service provided.

**PURPOSE:** To establish guidelines to manage high risk events and activities and to control the sale and service of alcohol beverages for any event or activity within University Centre controlled space.

**SCOPE:** All internal and external individuals, groups, and organizations planning an event or activity with alcohol sales and service provided.

## 1.0 MANAGEMENT OF HIGH RISK ACTIVITIES

- 1.1 **DEFINITION:** The University of Guelph Alcoholic Beverage Policy (2015) – Appendix B stipulates the criteria used for determining the risk level of an event or activity. The criteria assesses venue location, beverage service provisions, attendance, previous history, and participants in rating the risk associated with the planned event. The Director, University Centre or their delegate, will evaluate and determine the level of risk based on the established criteria. All events and activities with an elevated assessment of high risk will be reviewed by the Operators Group, as per Appendix B of the Alcoholic Beverages Policy (2015).
- 1.2 **APPLICATION:** When an event or activity is deemed to be high risk, additional resources and measures are required to ensure liability control and the safety of attendees and staff. Additional resources may include, but not limited to contracting University Centre security staff and/or Campus Safety Office special constables to support the event, limit capacity and attendance, enact guest sign-in procedures, assign event

coordinators, and implement event house policies to manage activities safely. The Director, University Centre or their delegate will review and provide written requirements for high risk events and activities to proceed, in consultation with the Operators Group.

- 1.3 **RIGHT OF REFUSAL:** The Director, University Centre or their delegate, or any member of the Operators Group reserves the right to deny the request for an event or cancel an event or activity at any time should they determine that risk exceeds the ability to control liability and/or the safety and protection of attendees and guests. Where warranted, a decision will be informed by relevant University policies including, but not limited to, the University of Guelph Policy Statement on Freedom of Expression (2023) and the Student Affairs' Controversial Student Events Protocol (2018).

## **2.0 ALCOHOL SALES AND SERVICE**

- 2.1 The provision of alcohol sales and service within University Centre defined space must be administered under an active Ontario Liquor License issued for the respective space or provided under a Special Occasion Permit (SOP) or Caterers' Endorsement, issued by the Alcohol & Gaming Commission of Ontario (AGCO).
- 2.2 Responsibility for the management and oversight of liquor sales licenses issued to the University of Guelph, including alcohol service provided by the University Centre, is the responsibility of the University.
- 2.3 The sale and/or service of alcohol in any approved space within the University Centre or in licensed operations controlled by University Centre Services, are the responsibility of the Director, University Centre as delegated by the University.
- 2.4 The sale and/or service of alcohol as part of a full service, catered event or activity within any University Centre controlled space, with the exception of events managed by University Centre Services, are the responsibility of the Associate Vice-President, Ancillary Services as delegated by the University.
- 2.5 The sale and/or service of alcohol in The Lookout: Patio + Grad Lounge (formally the Graduate Student Lounge), located on Level 5 North, is the responsibility of the President, Graduate Students' Association (GSA), as delegated by the University.

- 2.6 It is the responsibility of the Director, University Centre to ensure that all Alcohol and Gaming Commission of Ontario (AGCO) regulations pertaining to the sale and serving of alcoholic beverages by the University are adhered to.

### **3.0 REQUIREMENTS FOR THE SALE AND SERVICE OF ALCOHOL**

- 3.1 The provision of alcohol service in any University Centre location must adhere to the policies within the Ontario Liquor License & Control Act (2019) and University of Guelph Alcoholic Beverage Policy (2015).
- 3.2 The sales and/or service of alcohol in any University Centre controlled space may only be arranged and managed by University Centre Services or Hospitality Services.
- 3.3 All events with alcohol service require a staff to attendee ratio of 1:30.
- 3.4 Alcohol service may only be provided by university staff actively certified under the Ontario Smart Service Program.
- 3.5 The service provider reserves the right to determine the products available and specific brands, product serving size, pricing, and house policies to be in effect during the event.
- 3.6 The procedure for scheduling events in the University Centre which involve the sale and/or service of alcohol beverages is set out in Policy UC-2: Reservations, Events & Facility Services (2024).
- 3.7 Any disciplinary action required as a result of a violation of the Liquor License & Control Act (2019) and/or University Alcoholic Beverage Policy (2015) shall follow the disciplinary guidelines outlined in Appendix A of the University Alcoholic Beverage Policy (2015).

### **4.0 PRICING IN FACILITIES OPERATED BY THE UNIVERSITY CENTRE**

- 4.1 It will be the responsibility of the Director, University Centre to determine prices for products sold by the University Centre.
- 4.2 The University Centre Finance Committee will annually review the pricing policy through the budget process, by establishing the desired product cost of beverages sold in each facility.

### **5.0 EVALUATION**

5.1 The Director, University Centre is responsible for evaluating this policy whenever deemed necessary. Recommendations for revision of this policy will be forwarded to the Governance & Management Sub-Committee by the Director, University Centre for review, recommendation to and approval by the University Centre Board. Groups recommending a change in this policy may submit a written request to the Governance & Management Sub-Committee for review and consideration.

## 6.0 REFERENCE

6.1 **University of Guelph Alcoholic Beverages Policy (2015)**

<https://www.uoguelph.ca/finance/policies-procedures/general-policies/alcoholic-beverages-policy>

6.2 **Ontario Liquor License & Control Act (2019)**

<https://www.ontario.ca/laws/statute/19l15b>

6.3 **University of Guelph Policy Statement on Freedom of Expression (2023)**

<https://www.uoguelph.ca/freedom-of-expression/>

6.4 **Student Affairs' Controversial Student Events Protocol (2018)**

<https://www.uoguelph.ca/student-affairs/policies/controversial-student-events-protocol/>