



UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	Campus Alcohol
Parent Policy:	Campus Alcohol Policy
Effective Date:	December 18, 2009
Revised Date:	
Review Date:	December 18, 2019
Approving Body:	Administration
Authority:	Policy: Campus Alcohol
Responsible Executive Officer:	
Delegate: (If applicable)	
Contact:	
Application:	Board of Governors members; Senate members; Faculty/School Councils; Department Councils; Students; Employees

Part I Reason for Procedure

These procedures are issued pursuant to the University's Campus Alcohol Policy, and may be amended from time to time as necessary. As a general statement and guideline, the University requires strict compliance with all Manitoba Liquor Control Commission (MLCC) rules and regulations, and any successor or replacement rules and regulations, at all functions and events at which alcohol is available. The procedures are in addition to the applicable MLCC rules and regulations.

A copy of relevant MLCC rules and regulations may be obtained from the University's Special Functions Department.

Part II Procedural Content

2.1 Serving and Access

- 2.1.1 Organizers of event and facilities must encourage and promote alcohol moderation and the consumption of food and non-alcoholic beverages;
- 2.1.2 Organizers of events and facilities which are sponsored by student organizations shall ensure that:
 - 2.1.2.1 all such events and facilities have security personnel (paid or voluntary) trained in the responsible service of alcohol at the entrance to check proof of age;
 - 2.1.2.2 signs at the entrance to events and facilities shall outline proof of age requirements, service rules and behaviour expectations; and
 - 2.1.2.3 at events and facilities consecutively numbered tickets are used to control admissions, and that these tickets contain the statement “photo id required, no one under 18 admitted”

2.2 Staff Training and Managing the Intoxicated

- 2.2.1 University of Manitoba Security Services (“UM Security Services”) is the department trained to deal with intoxicated persons on campus. How to deal with and assist an intoxicated person is a matter that should be considered by organizers of events and facilities prior to the date of the event or in the case of a faculty, prior to the date on which alcohol first becomes available. Alternative courses of action for dealing with patrons who are intoxicated and unable to drive should be in place and must comply with the provincially approved programs such as the “Designated Driver Program”.
- 2.2.2 Organizers of events and facilities, shall ensure that all servers and security are trained in the responsible service of alcohol. The University of Manitoba Student Alcohol Function Education Program (“UMSAFE Program”), is mandatory for all student alcohol functions on Occasional Permits. For lessee’s of facilities, the University of Manitoba supports the provincially mandated “It’s Good Business” program.
- 2.2.3 UM Security Services shall ensure that its staff has proper training in dealing with individuals with severe intoxication and alcohol poisoning.

2.3 Security

- 2.3.1 The number of security personnel available during an event, as well as immediately after the event, will be determined by Special Functions in consultation with the permittee.
- 2.3.2 All events and facilities shall have two security persons for every one hundred patrons in attendance with at least one security person at the

entrance for the purposes outlined under section 2.2.1 above. Under no circumstances can security (paid or voluntary) at the event or facilities consume alcohol immediately before or while on duty or while wearing a security uniform.

2.4 Enforcement of Alcohol Policy and Procedures

2.4.1 The Campus Alcohol Policy and Procedures must receive wide exposure and must be enforced. Alcohol-related problems raised by UM Security Services and/or Special Functions will be reviewed by the Associate Vice-President (Administration), from time to time, to ensure that the policy and procedures are effective.

2.4.2 UM Security Services shall routinely visit campus establishments and events at which alcohol is served. UM Security Services has the authority to issue internal offence notices to students, or groups with open liquor, who are disruptive or who create mischief.

2.4.2.1 Revenue from these offence notices may be allocated to promoting alcohol awareness and education, at the University's discretion.

2.4.3 The University shall impose sanctions on organizers of events and facilities where a breach of policy and/or procedures and/or MLCC rules and regulations is found;

2.4.4 The University shall investigate and review alcohol-related problems occurring at on-campus events and facilities;

2.4.5 The Special Functions Office shall distribute the Campus Alcohol Policy and Procedures and the MLCC regulations to all permit holders and those responsible for events and facilities.

2.4.6 Records of all University of Manitoba Student Alcohol Function Education program trained staff are kept by Special Functions.

2.5 Residence Policies

2.5.1 University residence and affiliated colleges should indicate in their promotional material that compliance with the Campus Alcohol Policy and Procedures and MLCC regulations is required of residence or college students and visitors;

2.5.2 The University's Alcohol Policy shall be incorporated into student residence agreements;

2.5.3 Alcohol education programs shall be integrated into residence life activities

2.6 Annual Orientation

2.6.1 The following apply with respect to Annual Orientation, and related events:

- 2.6.1.1 Outdoor alcohol events should be limited to 2 per day open to students in addition to faculty-sponsored events.
- 2.6.1.2 Events on the Duckworth Quadrangle must be conducted in a manner to minimize wear and tear of the property.
- 2.6.1.3 Portable chain link fencing is available for use at outdoor venues to separate areas.
- 2.6.1.4 Unless written permission is obtained from faculties located in close proximity to this site, outdoor events involving alcohol and/or music during the second week of classes will only take place after 4:00 PM
- 2.6.1.5 Requests for outdoor alcohol events on campus require a minimum of 15 days notice and must include detailed plans if Physical Plant is required to set up.
- 2.6.1.6 Rain venues must be identified for each outdoor event.
- 2.6.1.7 Alcohol sales for any event should be limited to a maximum of 5 hours, except where other approval for an extended amount of hours has been provided by the appropriate provincial licensing authority.
- 2.6.1.8 Organizers will be held responsible for costs of damage and clean-up arising from both inside and outside the location of the event or facility.
- 2.6.1.9 Annual Orientation event organizers must have procedures in place to ensure underage students are not allowed into alcohol events. These plans must be presented and approved by Special Functions in advance of the event.
- 2.6.1.10 Golf carts and similar vehicles should not be permitted on the Campuses in conjunction with alcohol events. Licensed vehicles (cars and trucks) may not drive on lawns under any circumstances.
- 2.6.1.11 All organizers of events and facilities shall carry a minimum of \$2,000,000.00 liability insurance.

2.7 Guidelines for the Sale and Service of Alcohol at Campus Events and Facilities

These guidelines are pursuant to the Campus Alcohol Policy and applicable to all events and facilities at which alcohol is sold and served on the University of Manitoba campus. They have been developed to promote responsible drinking behaviour and the smooth operation of a function for both servers and customers. All guidelines are supplemental to the MLCC rules and regulations.

- 2.7.1 The attendance at student functions on an Occasional Permit will be restricted to persons 18 years of age and over.
- 2.7.2 Under no circumstances may any staff or volunteers consume alcohol immediately before or while on duty.
- 2.7.3 At Occasional Permit functions, all of the serving, ticket selling, security staff and volunteers must have completed an approved server training program.
- 2.7.4 Where alcohol tickets are sold, a maximum of 4 liquor or 4 beer tickets can be sold to any customer at one time.
- 2.7.5 A customer will be service a maximum of 2 drinks of liquor or beer at any one time. A request for 2 liquor drinks to be served as a “double”, will only be served in a larger capacity cup, such as a “beercup”.
- 2.7.6 Signs and MLCC posters noting service restrictions and encouraging responsible drinking practices must be posted at the bar of any student function.
- 2.7.7 Beverage alcohol drinking contests of any kind are illegal and will not be allowed at events and/or facilities.
- 2.7.8 Where alcohol is being sold, a minimum selling price per drink shall be no less than the rate established by MLCC.

For more information or assistance please contact the Special Functions Department, Room 230 University Centre at 474-8336.

Advertising Guidelines for Alcohol Related Events

2.8 Permission to Advertise

Advertising for alcohol related events can be divided into four general categories as follows:

- 2.8.1 On campus advertising for on campus events – may advertise anywhere on campus.

- 2.8.2 On campus advertising for events held off campus – advertising may occur only in the “home” faculty building of the sponsoring organization. All advertising must specify “for members and invited guests only”.
- 2.8.3 Advertising in St. Andrew’s, St. John’s, or St. Paul’s Colleges must be approved by the College administration and comply with these guidelines.
- 2.8.4 Campus organizations wishing to advertise their events anywhere off-campus must obtain written approval from the Manitoba Liquor Control Commission.

2.9 **Content of Advertising**

In addition to any requirements pursuant to MLCC rules and regulation on advertising alcohol related events, organizers shall ensure that:

- 2.9.1 Advertising does not promote over consumption or abuse, drunkenness, drinking contests, or alcohol as a prize. Advertising is not offensive, using words or visuals, in the portrayal of women, men or members of minority groups.
- 2.9.2 The name of the event used in any advertising corresponds to the name of the event on the application for an Occasional Permit. Reference to alcohol shall not be permitted, except where specific approval by the provincial authority is granted, i.e. “wine & cheese” reception.
- 2.9.3 Content (wording and visuals) is approved prior to printing or production at one of two locations on the Fort Garry campus – the Answers Information Booth or Special Functions Department, and one location on the Bannatyne campus – Dean’s Office, Faculty of Medicine. Content for advertising in St. Andrew’s, St. John’s or St. Paul’s Colleges is approved by the College administration and comply with these guidelines.
- 2.9.4 All approved advertising content is marked with a University of Manitoba authorization stamp and expiry date. Student groups denied approval for advertising may appeal to the Associate Vice-President (Administration), or designate, whose decision will be final. No further appeals will be available.

2.10 **Advertising Media and Locations**

- 2.10.1 Advertising media may include professional or “home-made” posters, banners, UMSU media outlets, and the Manitoban. The maximum size for a poster should be 18” x 24”. Other forms of advertising may be approved from time to time.
- 2.10.2 Banners and posters must be affixed only in approved areas. A current listing of these areas will be available at the Answers Information Booth or

the Special Functions Department. Sandwich boards to hold posters may be a maximum of 4' x 3' and are not to be placed in such a way as to impede pedestrian traffic flow.

2.10.3 All advertising must conform to the University of Manitoba Commercial Advertising Policy. Advertising via portable outdoor signs is not permitted on campus under this policy.

2.11 **Monitoring and Sanctions**

Security Services should observe notice boards as part of routine patrols around campus. Any unapproved advertising should be removed immediately and reported to the MLCC and Associate Vice-President (Administration), or designate for follow up. Penalties include withdrawal of the right to advertise on campus and may include withdrawal of occasional permit privileges.

2.12 **Appeals**

Appeals regarding the withholding of approval of advertising may be made to the Associate Vice-President (Administration), or designate.

Appeals by students regarding the sanctions, penalties or discipline for violation of the policy or procedure may be available under the University Student Discipline Bylaws and related procedures.

Part III Accountability

3.1 The University secretary is responsible for advising the Vice-President (Administration) that a formal review of this Procedure is required.

3.2 The Associate Vice-President (Administration) or the Manager of Special Functions is responsible for the communication, administration and interpretation of this Procedure.

Part IV Review

4.1 Formal Procedure reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is December 18, 2019.

4.2 In the interim, this Procedure may be revised or rescinded if:

(a) the Approving Body deems necessary; or

- (b) the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

Part V
Effect on Previous Statements

- 5.1 This Procedure supersedes all of the following:
 - (a) all previous Board/Senate Procedures and resolutions on the subject matter contained herein; and
 - (b) all previous Administration Procedures, and resolutions on the subject matter contained herein; and
 - (c) Campus Alcohol Policy dated September 25, 2001

Part VI
Cross References

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
 - (a) Campus Alcohol Policy
 - (b) Student Discipline Bylaw
 - (c) The Liquor Control act
 - (d) Commercial Advertising Policy