



***Providing Alcohol at University Events and Alcohol Sponsorship***

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Approval Authority Director, Ancillary Services	
Implementation Authority Director, Ancillary Services	
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- Purpose**                    1    The purpose of this operating standard is to:
- a) Establish guidelines for providing alcohol at university events and in university facilities.
  - b) Provide guidelines regarding alcohol sponsorship.
- Definitions**                2    In this document definitions will be consistent with those in the Alcohol Policy.
- Standard/Practice**        3    3.1 For all events at university facilities alcohol must be served under the university’s alcohol license. For all university events at non-university facilities, the liquor license from either a caterer or the property owner must be used. Individuals cannot obtain a special events license from a liquor store under the University of Calgary’s name.
- 3.2 Process to book alcohol service at university facilities:
- 3.2.1 If booking space through Conference and Event Management (CEM), CEM will coordinate service with campus catering company, Aramark. Five-day advance notice is required.

- 3.2.2 If service is in a space not booked through CEM, excluding MacEwan Student Centre/Mac Hall (MSC/MH), contact Aramark directly, five-day advance notice is required.
  - 3.2.3 If alcohol service will be in MSC/MH (Students' Union managed space), contact MacEwan Conference and Events.
- 3.3 Departments cannot hire external bartenders on campus, nor can individuals volunteer as bartenders, even if ProServe certified. Aramark or MacEwan Conference and Events must provide all service at university facilities. Service at non-university facilities must be provided by the venue or caterer.
- 3.4 Where alcohol is being served for university events at non-university facilities the following options are available:
- 3.4.1 Use the license and serving staff at the location (i.e.: hotel, conference centre, restaurant). This would be part of the contract with the venue.
  - 3.4.2 Use the license and serving staff of the catering company at the event. This would be part of the contract with the caterer. In this case, the catering company must provide the university with a Certificate of Insurance indicating \$2 million general liability insurance, including alcohol liability with the Governors of the University of Calgary added as Additional Insured. This certificate must be forwarded to [riskmgmt@ucalgary.ca](mailto:riskmgmt@ucalgary.ca) with confirmation from the Dean/Department Head/Manager that this is a university event (see: <https://www.ucalgary.ca/riskmgmt/events> regarding Authorization of University Events).
- 3.5 Any contemplated service that does not meet criteria above (3.2 or 3.4), contact Director, Ancillary Services.
- 3.6 Alcohol cannot be purchased and brought to university facilities for consumption, with the following exceptions:
- 3.6.1 Individuals 18 years or older in Residence consuming in their residence room.
  - 3.6.2 A hotel guest consuming in their room.
- 3.7 Food must be available at all events where alcohol is served.

### **Alcohol Sponsorship**

3.8 Alcohol manufactures/retailers are not permitted to donate alcohol for events.

3.9 Sponsorship may promote or encourage responsible choices when using alcohol. Any other promotion or encouragement of alcohol purchase or consumption is prohibited.

3.10 Where an alcohol manufacturer/retailer provides a cash donation there cannot be any requirements as to how those funds are spent. For example, the donation cannot be contingent on those funds being spent with the alcohol manufacturer/retailer.

3.11 For additional information on sponsorship, contact Development, Gift Compliance at [steward@ucalgary.ca](mailto:steward@ucalgary.ca).

<b>Parent Policy</b>	<b>4</b>	Alcohol Policy
<b>History</b>	<b>5</b>	<i>Approved: January 17, 2019</i> <i>Effective: January 17, 2019</i>