**Original Approval Date: August 30, 2013**

**Most Recent Editorial Date: July 23, 2021**

**Parent Policy: Alcohol Policy**

# Registered Student Group Alcohol Event Procedure

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| **Office of Administrative Responsibility:** | Insurance & Risk Assessment (Risk Management Services) |
| **Approver:** | Associate Vice-President (Risk Management Services) |
| **Scope:** | Compliance with this University procedure extends to all members of the University community. |

## Overview

This procedure contains an on-line application as part of its process. The use of the application requires a CCID and password for Login as well as for electronic signature acknowledging that all requirements and regulations have been read, understood and accepted.

## Purpose

To outline the application process and provide access to the on-line application for registered Student Groups applying for approval to host an on-campus or off-campus function at which they wish to serve alcohol.

## PROCEDURE

Applying for approval of an Alcohol Event requires the completion of an on-line application form **at least** ten business days ahead of the proposed event. Late applications will be subject to late fees and may not be processed in time. In some circumstances, applications may be denied. The application is via Bears Den, a secure website and requires a CCID and password. All information submitted will be verified by the Office of Insurance & Risk Assessment and/or the Office of the Dean of Students.

1. Prior to submitting the on-line application determine the type of permit or permission required:
    a. On-Campus Outdoor Event
    b. On-Campus Indoor Event
    c. Off-Campus Event at a Licensed Location
    d. Off-Campus Event at an Unlicensed Location
2. Registered Student Groups should complete the on-line application and submit all required documentation either by uploading electronic versions in the application or emailing submission to the Student Event Risk Management Coordinator. The use of the on-line application requires a CCID and password for login as well as for electronic signature acknowledging that all requirements and regulations have been read, understood, and accepted.
3. Upon receipt of a complete application, including all supporting documents, the Student Event Risk Management Coordinator will contact the applicant via e-mail within 3-5 business days to finalize the application.

Please contact the Student Event Risk Management Coordinator at sgevents@ualberta.ca or 780-492-1396 for further information regarding late fees or if there are any changes to an application after it has been submitted.

## DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top]

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| **Registered Student Group** | Refers to any student group registered with the University pursuant to the Code of Student Behaviour as a "Student Group" such as but not limited to a club, association, organization, society, fraternity or fellowship. |

## FORMS

Should a link fail, please contact uappol@ualberta.ca. [▲Top]

Student Group Alcohol Event Application

## RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [▲Top]

Alberta Gaming and Liquor Commission Regulations

Code of Student Behaviour

Insurance and Risk Assessment – Alcohol Procedures and Regulations

Student Group Services

Student Group Alcohol Event Procedures Checklist

Residence Community Standards

Campus Pubs Policy (to be updated)