



January 2, 2020

Memo

To: All Student Association Executives

From: Pat Patton, Director, Security and Operations

Re: Student Association Functions and Alcohol Authorizations

This letter is to remind all student groups of your responsibilities under the policy of the University that allows for the service of alcohol, the following points in particular, must be remembered when serving alcohol for student association functions on campus:

- All student association functions wanting to serve alcohol must be held in approved locations only and must have alcohol served by one of the two authorized University alcohol servers (University Food Services, or The Owl). This includes the provision of bartender and/or security personnel if applicable. **All** functions require the attached form **before** seeking Sask liquor licensing.
<https://www.uregina.ca/policy/assets/docs/pdf/OPS-110-005-Appendix-B-Form.pdf>
- Student associations may apply for exemptions to the above if hosting an event within their own permitted lounge space. Authorization to obtain an SLGA Special Occasion Permit must be received from Campus Security and Hospitality Services.
- Security must be provided for events over 30 people and those that are not typical “wine and cheese” functions where it is predominantly an older crowd vs a student crowd. The Owl may provide security/bouncer service for this type of event. Any other security providers must be preapproved by my office.
- In some situations, students who have received “Serve it right” training may be approved to serve under a special occasion permit for small events. (Proof of certification is required) This would be considered for small gatherings in “the lounge”. Otherwise, approved servers must be in attendance and providing alcohol service
- All other requirements of the University policy [Sale and Service of Alcohol on Campus \(OPS-110-005\)](#) and the [Food Services Policy \(OPS-100-005\)](#) must be upheld.

If you have any questions or concerns, please feel free to call me at (306) 585-4655 or email me at pat.patton@uregina.ca. I am willing to answer any question you have regarding your responsibility serving alcohol as well as the University's or find an answer for you.

Thank you for your anticipated cooperation