



Date Submitted: _____

CAMPUS SECURITY EVENT APPLICATION FORM

This application must be submitted to Campus Security **10 days** prior to any event(s) being held on Campus.
 Where alcohol is to be served, this application must be filled out and submitted to Campus Security
25 days prior to any event(s) held on Campus.

EVENT DETAILS

Event Organizer: _____ **Phone(s):** _____

Note: This person must be present during the entire event.

Event Location:

Building/Area: _____ **Room:** _____ **Room Reference #:** _____

Event Date: _____ **Start Time (am/pm):** _____ **End Time (am/pm)** _____ **# of Attendees:** _____

Event Description:

UBCO Food Service (Classic Fare Catering) YES NO (if yes, skip Outside Food Service section)
Alcohol Provided by (Classic Fare Catering) YES NO (if yes, skip Special Occasion License section)
 BCEID# _____ (to be filled in by Classic Fare Catering)

Outside Food Service: YES NO

Company: _____ **BCEID #:** _____

Contact: _____ **Email:** _____ **Phone:** _____

Special Occasion License (SOL)

Under the revised UBC Policy #13 a SOL may or may not be required. Campus Security will determine if you must obtain a SOL and RCMP approval, including a Serving It Right designate. UBC Policy # 13 must be followed at all events.

SOL Holder Name: _____ **Phone Number:** _____

Bartender Name: _____ **Serving It Right #:** _____

The undersigned, on behalf of the sponsoring organization, agrees to conform to the conditions of approval and all regulations listed on the back of this form, including any and all attachments hereto. Additional Campus Security and related costs associated to the event are the responsibility of the applicant:

Event Organizer Signature: _____ **Date:** _____

In-house functions require the approval of AVP, Dean, Director, or Manager.

Name: _____ **Signature:** _____ **Date:** _____

OFFICE USE ONLY

Campus Security or a designated Security Company will be in attendance at all SOL events unless the Associate Director of Security or designate, approves other suitable provisions. **Campus Security Recommendations:**

Facilities Management YES NO **Facilities Workorder(s)** _____
Risk Management YES NO **Security Plan Attached** YES NO **Salto Access Required** YES NO

External Security—*if required by Campus Security*

Security Company: _____ Contact: _____

Note: to remain on site during entire event. Email: _____

Reviewed by:

Name: _____ Signature: _____ Date: _____

REGULATIONS GOVERNING CAMPUS SECURITY LICENSE EVENTS

1. Special Occasion Licenses are issued to bona fide groups or organizations for social and recreation functions and may be attended only by members and invited guests.
2. There may be a limit imposed on the frequency with which these functions may be sponsored by any one organization.
3. The sponsoring organization shall save harmless UBC from any and all damages that can reasonably be demonstrated as resulting from the function. Liability Insurance coverage may be required and proof presented of its existence.
4. The sponsoring organization is responsible for ensuring that all provisions of the Liquor Act and the Regulations thereunder are observed and enforced.
5. Admission to these functions must be limited to those eligible for membership in the sponsoring group plus a reasonable number of invited guests, and any advertising must so indicate. Reference to the availability of alcohol at these functions is not permitted on advertising materials.
6. The function must not commence prior to the approved starting time of exceed beyond the approved finishing time. All student functions must terminate by midnight on weekdays and by 0100 hours on weekends (Friday and Saturday nights). Liquor service must cease 30 minutes prior to finish time of the function.
7. The sponsor group will pay any additional labour required to repair or clean up the premises.
8. The location must be appropriate to the function, and conform to UBC space use policy.
9. Attendance must not exceed the rated capacity of the room to be used, or the limit approved for the function. Functions held in buildings where occupancy limits are not known may obtain occupancy limits from the Campus Facilities Management department.
10. The sponsoring organization is to ensure no liquor is permitted to leave the building area in which the function is held, and ensure that patrons vacate the area in a timely manner after finishing time.
11. The person named in the Special Occasion License (Serving It Right Person) must be present throughout the entire event and available to meet UBC officials, law enforcement officers, and Liquor Board Inspectors. Once the liquor permit is obtained, a copy is to be delivered to the Campus Security Department 5 business days prior to your event and during normal UBC business hours.
12. UBC designated officials, law enforcement officers, and Liquor Board inspectors, are empowered to cancel events at any time if violation of the law, or UBC policies are breached.