



Engineering

Additional information for Special Occasion Licenses (SOL) and Orientation Events

I. Background

The Faculty recognizes the importance student-led events as a key component of building community within our student groups. In collaboration with the Vice-Presidents Students, the Faculty has committed that all Orientation and SOL events will be held to the highest standards of safety, inclusivity, and accessibility so that all students can continue to enjoy these events. We also recognize that alcohol may be served at Orientation events and other event throughout the year. For all requests for SOL events, organizers must submit the Faculty of Applied Science Orientation and SOL Event Proposal form in addition to the information required by [Scheduling Services](#).

The purpose of this document is twofold:

- To serve as a check list for Orientation and SOL event organizers, to ensure event success
- To ensure that all events are safe, inclusive, and accessible to all students
- To enable the Faculty to manage/monitor events and, where needed, act

Please remember that serving alcohol in social events held on campus is a **privilege** not a **right**. This privilege comes with expected responsible behaviour and as such it requires all parties to honour their commitments and adhere to local laws and UBC policies.

It should be noted that Orientation and SOL requests must be submitted a minimum of 18 days prior to the event date. **Requests submitted for signatures less than 18 days before the event may be refused. For SOL events, the law requires that the persons responsible for the event, licensed servers, and security personnel do not consume any alcohol for the duration of the event.**

II. Process

1. Seeking approval:

The Associate Dean, Education and Professional Development (or designate) signs all Orientation event proposals and SOL requests for events in Applied Science. For SOL events held in School/Department/Program spaces, the person requesting must get permission from the respective Department Head/School/Program Director and location administrator associated with where the event will take place. The following forms must be submitted to the Dean's office (KAIS 5000):

- [Faculty of Applied Science Orientation and SOL Event Proposal Form](#)
- [Request for University Permission to Hold a Function Where Alcohol will be Served \(*SOL requests only\)](#)
- [Event Safety and Emergency Response Plan](#) (for events over 100 people)

2. After approval:

As a courtesy to others in our community, it is requested that once an event has been approved, all Department Heads/School/Program Directors who may be affected by the event be informed via email of the event by person requesting the Orientation Event or SOL. The email should include:

- The event time/duration/location
- Expected number of participants
- Contact information for person(s) responsible for the event
- Copy of approvals

3. Post-event (SOL Events only):

Upon completion of the SOL event, the person who requested the SOL should submit a brief event summary to the Associate Dean, Education and Professional Development. The following form should be delivered to the Dean's Office (KAIS 5000) within two weeks of the event:

- After Event Summary