

Brescia University College

POLICIES *and* PROCEDURES

Policy Title:	Policy on Alcohol
Classification:	General
Issued by:	Administration
Approved by:	Council of Trustees
Effective Date:	April 22, 2008

PURPOSE

The Brescia University College Policy on Alcohol provides guidelines for the use of alcohol at Brescia. It is intended to cover members of the Brescia community and their guests. Members of the Brescia community include employees, faculty, students, guests and visitors to the College and Residence, and participants in Brescia-sponsored events.

GENERAL POLICIES

1. It is the policy of Brescia to:
 - a. promote responsible use of alcoholic beverages;
 - b. discourage high risk alcohol-related practices;
 - c. respect the needs of non-drinkers or those under age;
 - d. promote "dry" facilities, events and programs;
 - e. require that laws relating to the service and use of alcohol be obeyed at Brescia and at all events sponsored by Brescia;
 - f. discourage financial dependence on alcohol related events;
 - g. encourage the responsible use of alcohol through education and awareness programs that identify the risks associated with alcohol provision and consumption.

2. Organizers of events at which alcoholic beverages are to be served must ensure that the following standards are met:
 - a. One individual must be specified as the event organizer. This person is responsible for the event and must be in attendance for the duration of the event;
 - b. The organizer must ensure that adequate security is in place to ensure that under age persons are not served and do not consume alcohol, and that general order is maintained.
 - c. Food must be available throughout the event.
 - d. Non-alcoholic beverages must be available at a reasonable price.
 - e. Alcoholic beverages must not be sold below market price.
 - f. No extra strong or extra large drinks may be served; SmartServe guidelines for regular drink size must be followed.

- g. If alcohol is to be purchased at the event, no more than two free tickets may be provided as part of the admission to the event.
 - h. Alcohol service must end 45 minutes before the end of the event.
 - i. The event organizers shall refuse admission to the event to any person who is intoxicated, rowdy, or otherwise causing disruption.
 - j. The event organizers shall request the safe removal from the premises of any person believed to be intoxicated, rowdy or otherwise causing disruption.
 - k. Event organizers will ensure that under age individuals attending licensed events will be properly accommodated and will be responsible for their conduct and safety.
 - l. Event organizers will comply with the College's policies and general rules.
3. Organizers of events sponsored by the College at which alcohol is to be served, whether the event is to take place on College property or at an off-campus location, must warn against drinking and driving in invitations and/or other pre-event publicity and encourage those who drink to drink responsibly.

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This policy includes the following:

- Section I: General Rules Applying to All Brescia Events
- Section II: Serving of Alcohol at College Events
- Section III: Residence Rules

SECTION I: GENERAL RULES APPLYING TO ALL BRESCIA EVENTS

- 1. There are no licensed premises and as a result all alcohol served outside of student residences will require a special occasion permit under the Liquor License Act of Ontario or any similar legislation.
- 2. All alcohol must be purchased under the provisions of the applicable liquor licenses.
- 3. All laws will be enforced and in particular no one under the age of 19 will be allowed to purchase or consume alcohol on Brescia property or at Brescia sponsored events.
- 4. Consumption of alcohol is permitted only within approved areas designated for events or in residences as approved.
- 5. Non-alcoholic beverages must be available and prominently featured at each event and priced reasonably.
- 6. No drinking contests shall take place.
- 7. Advertisements for events at which alcoholic beverages are supplied shall confirm the availability of non-alcoholic beverages, and alcohol shall not be used as an inducement to participate in campus events.
- 8. All advertising must follow Liquor License Act regulations and must be approved by the Principal's Office and must conform to legislation including the Human Rights Act.
- 9. Students violating this policy shall be dealt with by the Residence Manager if the infraction occurred in Residence, or by the Principal. Penalties may include suspension of privileges related to licensed areas, fines, disciplinary action including probation and recommended dismissal from Brescia.
- 10. Others found in violation of the policy shall be dealt with by College administration.

SECTION II. SERVING OF ALCOHOLIC BEVERAGES AT COLLEGE-SPONSORED EVENTS

1. Organizers of events at Brescia University College at which alcoholic beverages are to be served must submit an Event Approval Form (Appendix A to this document) describing the proposed event and the steps to be taken to ensure the event will conform to this policy. The Event Approval Form must be submitted at least 30 days prior to the date of the proposed event. A response will be issued by the Principal's Office within one week of receipt of the Form.
2. If the event is to be held on the Brescia campus, the organizers upon receiving written approval from the Principal's Office, must file an Application for a Special Occasion Permit with the Business Office at least 21 days prior to the event.
3. Organizers of events at which alcoholic beverages are to be served must ensure that the following standards are met.
 - a. At least one individual with Smart Server Training or the equivalent must be specified as the server with responsibility to monitor alcohol consumption at the event ensuring that all rules are followed; this person must not consume alcohol during the event and must be in attendance for the duration of the event;
 - b. The organizer must ensure that adequate security is in place to ensure that under age persons are not served and do not consume alcohol, and that general order is maintained.
 - c. An adequate supply of food must be available throughout the event.
 - d. Non-alcoholic beverages must be available at a reasonable price.
 - e. Alcoholic beverages must not be sold below market price.
 - f. No extra strong or extra large drinks may be served.
 - g. If alcohol is to be purchased at the event, no more than two free tickets may be provided as part of the admission to the event.
 - h. Alcohol service must end 45 minutes before the end of the event.
 - i. The event organizer working collaboratively with security shall refuse admission to the event to any person who is intoxicated, rowdy, or otherwise causing disruption.
 - j. The event organizer working collaboratively with security shall request the safe removal from the premises of any person believed to be intoxicated, rowdy or otherwise causing disruption.
 - k. No person who is apparently intoxicated may be permitted to leave the venue until reasonable steps have been taken to ensure the person's safe accompaniment or transport.
 - l. Event organizers will ensure that under age individuals attending licensed events will be properly accommodated and will be accountable for their conduct and safety.
 - m. Event organizers will comply with the College's policies and general rules.
3. Organizers of events sponsored by the College at which alcohol is to be served, whether the event is to take place on College property or at an off-campus location, must warn against drinking and driving in invitations and/or other pre-event publicity and encourage those who drink to drink responsibly.

4. Organizers of events sponsored by Brescia at off-campus locations must follow the rules listed above. In addition, the following rules apply:
 - a. Transportation options must be made available to all parties so that they have reasonable access to transportation including the bus or taxi.
 - b. If bus transportation is provided, the following guidelines must be followed:
 1. designated monitors must be present on each bus
 2. The proposed carrier must be identified in the Event Approval Form and must be specifically approved
 3. Participants will not be permitted to board the bus for departure to the event if they exhibit signs of intoxication (as determined by the bus monitor)
 4. Alcohol will not be permitted aboard the bus
5. Any outside group wishing to use Brescia property and intending to serve alcohol must make arrangements with the Principal's Office at Brescia and must conform to all alcohol policy guidelines. A copy of the policy guidelines will be provided in advance to those organizing the event and they must confirm in writing that they will comply with all policy guidelines.

They must also sign a contract confirming that they are responsible for their guests and for all activities that take place on the Brescia campus and that they will confine their event to those persons that they have invited.

SECTION III: CONSUMPTION OF ALCOHOL IN RESIDENCE

1. Brescia University College residence provides students with a safe and home-like environment that supports academic aspirations and the individual student's personal growth. The College expects responsible behavior from those who choose to drink alcohol and are of legal age to do so, and requires an environment free from coercion for those who do not drink.
2. Residents of legal drinking age, as recognized by the Province of Ontario, may exercise their drinking privileges in their residence rooms only. Alcohol is not to be carried or consumed in hallways or other general use areas within Residence. Drinking in public areas such as lounges, balconies, corridors and dining rooms is a public offense. This includes the front entrance, washrooms, tub and shower rooms, laundry rooms, College grounds, etc.
3. Floor crawls and any organized drinking games or activities are strictly prohibited. Kegs and other large-volume containers are not permitted in residence.
4. It is expected that alcohol be used in a mature fashion. Anyone under the influence of alcohol who causes a disturbance within the Residence will be dealt with accordingly. Guests arriving at Brescia Residence under the influence of alcohol may be refused entry. Any problems incurred at Residence after a student has been drinking will result in disciplinary action being taken. A \$50 biohazard clean up fee will be charged to students for alcohol related bodily fluid clean up.

5. Any person who serves an alcoholic beverage to, or purchases an alcoholic beverage for, any person under the age of 19 is in violation of the law.
6. Anyone who serves another person an excessive amount of alcohol, regardless of his/her age, may be legally liable as the host should that guest sustain or cause injury.
7. The misuse of alcohol by a resident student may result in disciplinary action of the residence student under Residence Guidelines. The misuse of alcohol by a guest may result in him/her being barred from residence.
8. Violations of Ontario's Liquor License Act and/or inappropriate behaviour resulting from alcohol use can lead to severe disciplinary action up to and including termination of the student's Residence Contract.

Brescia University College

Event Approval Form: Event with Alcohol Service

This form must be completed for any event to be held at Brescia University College at which alcohol will be served, and for any event to be held off campus with sponsorship of a Brescia organization at which alcohol will be served. Prior approval must be obtained from the Principal's Office. Potential organizers of an event at which alcohol is to be served must be fully aware of the provisions of the College's Alcohol Policy which can be consulted on the Brescia web site.

The completed form must be submitted to the Principal's Office at least 30 days prior to the event. The event organizer can expect a response within 1 week. If the event is approved, an Application for a Special Occasion Permit must be made to the Business Office at least 21 days prior to the event.

SECTION 1 – EVENT DETAILS

Event Name:

Event Type: Formal, Pub Night, Social, Trip, etc.

Begin Date:

Begin Time:

End Date:

End Time:

Expected Attendance:

Please provide a brief description of this event:

SECTION 2 – ORGANIZER DETAILS

Name:

Organization:

Position:

Address:

City:

Province:

Phone:

Cell:

SECTION 7 – TRANSPORTATION DETAILS

Will you be organizing transportation for participants of this event? Yes or No

What type of transportation will you be using? (Check all that apply)

- Car Pool
- Cab/ Transportation Company
- Coach Company
- Public Transit
- Train
- Air
- Other

If car pooling:

Please provide a list of drivers and their passengers:

Please provide a copy of the directions to and from the event:

If using a coach company:

Is there a contract with the transportation company? Yes or No

For bus travel, please provide the following information for each bus:

Pick Up Time	Pick Up Location	Drop Off Time	Drop Off Location

2 monitors are required per bus. Please provide the required information based on the expected amount of buses you will use.

BUS MONITOR	STUDENT #	PHONE #

Transportation Company Information

Company:

Contact Name:

E-Mail:

Address:

City:

Province:

Phone:

Website:

SECTION 8 – COLLECTION OF MONEY & TICKETING

Will money be collected at this event? Yes or No

If yes, outline the procedures you will be implementing to do so:

Will tickets be sold for this event? Yes or No

If yes, outline the procedures you will be implementing to do so:

SECTION 9 – ADVERTISING

Will you be advertising for this event? Yes or No

If yes, briefly describe your planned advertising initiatives:

Please indicate which of the following advertising materials you will employ and submit samples:

- Posters
- Rave Cards
- Tickets
- Other

SECTION 10 – SPONSORSHIPS

Do you plan to secure sponsors for this event? Yes or No

If yes, please provide the following information for each sponsor:

Sponsor Name:

Details of Sponsorship:

All sponsorship agreements need to be approved by the Principal's Office.