

CAMPUS SAFETY & SECURITY

Procedure #5-107

Effective Date: 90.04.05

Major Revision Date: 14.05.14

Review Requirements: This Procedure shall be reviewed and updated as required annually.

SERVICE OF ALCOHOLIC BEVERAGES AND CONSUMPTION AT COLLEGE FUNCTIONS AND PROPERTY

PURPOSE: This Procedure is intended to provide students, faculty, staff, Alumni and guests of Georgian College with clear direction relating to the service and the consumption of alcoholic beverages on College property or at College-Sanctioned Events whether on or off Georgian College property. This Procedure will outline roles and responsibilities relating to all persons regarding the service and consumption of alcoholic beverages and adherence to all applicable laws, regulations and this Procedure. Notwithstanding this Procedure, or any other Procedure relating to the service or consumption of alcoholic beverages by any person while on Georgian College property or at College-Sanctioned Events, Georgian College maintains that any such service or consumption of alcoholic beverages will be in strict compliance to all applicable laws and in particular, the Liquor License Act of Ontario.

***Note:** The Kempenfelt Conference Centre is unique insofar as it is a business and conference centre catering to a wide variety of clientele and has other governing rules and legislation (including the Innkeepers Act of Ontario) that this Procedure is not intended to interfere with. The Centre maintains its own "Responsible Alcohol Service Policy" which is consistent with the spirit of this Procedure.*

SCOPE: This Procedure applies to all Georgian College students, faculty, staff, Alumni and guests.

This document will:

- define rules and regulations for service and consumption of alcoholic beverages on College property regardless of who is hosting the event;
- outline the expected behaviour by students, faculty, staff, Alumni and guests attending any college sanctioned event on or off College property where the service of alcoholic beverages is available;
- promote moderation and the safe use of alcoholic beverages at College-Sanctioned Events or Operating Licensed Establishments;
- promote the safety of College students, faculty, staff, Alumni and guests.

The College will reserve the right to intervene, investigate and/or impose sanctions if necessary when there is reason to believe that alcoholic beverage-induced behaviour places anyone in danger; disrupts or interferes with the lawful activities of others; leads to unruly, boisterous, belligerent, violent or unsocial conduct; or, damages the property of others.

DEFINITIONS:

Alcoholic Beverage	Refers to spirits, wine or beer, and includes any alcohol in a form appropriate for human consumption as a beverage, alone or in combination with any other matter.
AGCO	Means the Alcohol and Gaming Commission of Ontario.
Age of Majority	For the purposes of this Procedure, refers to a person who has attained the age of 19 years or older.
Operating Licensed Establishment	An established facility or location on College property through which the licensed service of alcohol is a part of regular operations (e.g. The Last Class pub, the Georgian Dining Room, The Den).
College-Sanctioned Event	A licensed event hosted, sponsored or facilitated by Georgian College in a location other than an Operating Licensed Facility. Events on College property will be covered by a Catering Endorsement to the College's Liquor License further to the requirements of the AGCO. Events at other locations (e.g. a community hall, a local hotel, etc) will be covered by that facility's Liquor License.
High-Risk Functions/Events	Any large scale event where alcoholic beverages are being made available that may require a special venue, set up or security considerations, including all band concerts, at either an Operating Licensed Establishment or a College-Sanctioned Event.
Supervising College Manager	For the purposes of this procedure, the "Supervising College Manager" may be a manager level or higher.
CSS	Refers to the office of Campus Safety and Security, which manages Health and Safety and Security issues, and is the policy centre for this Procedure and which may be called in to investigate any breaches relating to it.
Pub Security	Refers to staff hired by the Student Centre, Food and Beverage Operations, specifically to provide services for The Last Class Pub (Barrie Campus) and The Den (Orillia Campus).

Campus Security

Refers to Security Guards contracted by the College. This contract is managed through CSS.

GENERAL PRINCIPLES:

1. Alcoholic beverages shall not be offered for consumption, or sold at a College-Sanctioned Event or Operating Licensed Establishment, except under the authority of a valid liquor license issued by the AGCO, obtained by the college.
2. The primary responsibility for alcoholic beverage use is with the individual. All College students, faculty, staff, Alumni and guests have an obligation to use alcoholic beverages responsibly and legally, while adhering to the provisions of all relevant and applicable legislation and Georgian Policies including its Student Code of Conduct.
3. College staff and the organizer(s) of any College-Sanctioned Event will supervise the function and ensure compliance with the Liquor License Act of Ontario, and this procedure.
4. Upon request, any person wishing to consume alcoholic beverages will produce personal identification as approved by the AGCO. (Note: for a list of currently approved forms of identification, see www.AGCO.on.ca)
5. Persons under the age of majority will not be permitted access to College-Sanctioned Events and/or facilities where alcoholic beverages are served unless a control program is in place which identifies persons under the age of majority to the server of alcoholic beverages. Under no circumstances will any person under the age of majority be served, permitted or allowed to consume alcoholic beverages at a College-Sanctioned Event or Operating Licensed Establishment.
6. Upon request, individuals may be required to establish that they are a College student, faculty, staff, Alumni or guest. All students, faculty, staff, Alumni or guests must leave the facility when the host or Supervising College Manager of the event departs.
7. Georgian College reserves the right to refuse to allow any person to consume alcoholic beverages at a College-Sanctioned Event or Operating Licensed Facility. It is the responsibility of the Supervising College Manager and the organizer of the event to discontinue service of alcoholic beverages to any person who is in violation of this procedure, or the Liquor License Act.
8. Under no circumstances will any Georgian College student, faculty, staff, Alumni, or guest be served alcoholic beverages where there are reasonable grounds for a belief that doing so will result in intoxication.
9. Any person who is in breach of this Procedure or other College policies, the Liquor License Act of Ontario or other Ontario statutes or the laws of Canada will be subject to College discipline and/or may be subject to prosecution as provided by law.
10. Alternate beverages and food will be available at all times, and be promoted and encouraged consistent with the requirements of the AGCO.
11. Notwithstanding the above, alcoholic beverages may be offered at the discretion of the Chair or Co-Chair of the Board of Governors, the President or a designate of the President on special

occasions as determined by them, in a private place and in accordance to all Provincial Laws governing the serving of alcoholic beverages in a private place.

COLLEGE-SANCTIONED EVENTS:

All persons wishing to arrange a College-Sanctioned Event where the sale of alcoholic beverages would occur in College locations other than an Operating Licensed Establishment must reserve the location through Conference and Event Services on behalf of the College. (Note: There may be circumstances where the General Manager - Food and Beverage, the Manager - Georgian Dining Room or the Campus Principal/Manager at regional campuses may also accept bookings on behalf of the College without involvement from Conference and Event Services). The services of trained supervisors and servers must also be arranged through the College.

In order to ensure proper oversight at all licensed functions, at least one Supervising College Manager must be present to supervise all licensed functions.

Any advertisements of events or activities at which alcohol beverages are served shall abide by relevant legislation and the College's "Posting of Signs and Solicitations" policies.

HIGH RISK FUNCTIONS/EVENTS:

Notifications for high risk functions/events at either an Operating Licensed Establishment or a College-Sanctioned Event must be submitted to Campus Safety and Security (CSS) at least 30 days in advance by the organizer. CSS will determine what if any additional resources are required (e.g. additional Security Guards, uniformed or non-uniformed police officers) beyond those normally provided. Where additional resources are required, the individual or organization sponsoring the event will be responsible for compensation for the additional safety-related staffing.

CSS will develop an Operational Plan for any High Risk Function/Event identifying any risks and detailing the security measures to be implemented.

RESPONSIBILITIES:

1. ORANGANIZERS

Those who organize events or run facilities where alcoholic beverages are consumed will observe strict compliance with applicable legislation, and will take every precaution to provide a safe environment and minimize risk.

Further to the above, it is understood that the function organizer will ensure that all alcoholic beverage-related operational procedures must not violate any applicable legislation or any Georgian College policies, procedures and protocols.

2. SUPERVISING COLLEGE MANAGER

The supervising college manager must have knowledge applicable sections of the LLA and its regulations, must remain on the scene until all students, faculty, staff, Alumni, guests and entertainers have vacated the premises, and also remain until all furniture is returned to its normal position. An assigned supervising college manager is not permitted to consume any alcoholic beverages during the duration of the event.

3. SERVERS RESPONSIBILITIES

All servers of alcoholic beverages at College-Sanctioned Events and Operating Licensed Establishments will have their Smart Serve Program Certification. Servers will ensure that no person is served to the point of intoxication. Failure to do so could result in serious personal or property damage and may result in civil or criminal prosecution for the College, the server, and/or the supervisor of the function.

Under no circumstances will alcoholic beverages be served to anyone under the age of majority, at any College-Sanctioned Event or Operating Licensed Establishment.

No person under the age of majority will be permitted access to licensed functions unless a proven control method is in place to identify persons under the age of majority to servers of alcoholic beverages.

Georgian College reserves the right to refuse the service of alcoholic beverages to any person at any function or facility. Georgian college further reserves the right to deny entry to any person to a licensed event when the Supervising College Manager feels that the person is unruly, undesirable, intoxicated or on the premises for illegal activity.

4. COLLEGE STUDENT, FACULTY, STAFF, ALMUNI AND GUEST RESPONSIBILITIES

Those who consume alcoholic beverages have an obligation to make legal and responsible decisions concerning their conduct. They must not engage in activities that would endanger themselves or others, and take responsibility for their own actions regardless of whether or not they are under the influence.

VIOLATIONS OR NON-COMPLIANCE:

Examples of violations or non-compliance are not limited to the following, but may include:

- Being impaired and/or intoxicated.
- Using false ID to enter a licensed area.
- Accesses or permits others to access a College-Sanctioned Event of Operating Licensed Facility when not authorized.
- Being involved in and/or instigating a fight.
- Causing a disturbance or causing damages to facilities.
- Consuming an alcoholic beverage when under the age of majority.
- Assisting a person under the age of majority to obtain an alcoholic beverage.
- Being unruly, obnoxious, causing damages or otherwise interrupting the enjoyment of others or negatively impacting upon the safety of the premises or people present.
- Re-entering the premises on the same day as requested to leave.
- Being confrontational or uncooperative with Security, servers and or any other event staff.
- Refusing to leave when asked.
- Consuming alcohol on campus in any place other than in an Operating Licensed Facility or at a College-Sanctioned Event.

IMPLICATIONS OF VIOLATIONS/NON-COMPLIANCE:

Violations of this procedure could have significant financial implications to the College due to the liability issues pertaining to property and personal damages or legal actions.

The college will intervene when alcoholic beverages are used illegally or when their use leads to conduct that endangers the individuals involved and others, infringes on the rights of other person, results in damage to college property, or jeopardizes the good order and proper functioning of college activities. The college will hold those individuals accountable by imposing discipline and other sanctions consistent with the rights and obligations established by statute and by college policies which could include at a minimum ejection from the Operating Licensed Establishment or College-Sanctioned Event. Faculty or Staff found to be violation of these procedures are subject to actions as are available through collective agreements and commonly applied HR practices through the College in addition to, or as an alternative to, legal penalties. Students found to be in violation of this procedure and/or the Liquor License Act of Ontario are in direct violation of the Georgian Student Code of Conduct. As such, they will be subject to College sanctions further to the Student Code of Conduct in addition to, or as an alternative to, legal penalties.

REPORTING OF INCIDENTS:

Any incidents that involve physical violence, property damage or the physical ejection from an Operating Licensed Facility or College-Sanctioned Event dealt with by Pub Security, the Supervising College Manager or others acting in their interests must be reported within 24 hours to Campus Security. This may include but is not limited to:

- A potentially dangerous situation.
- An injury to a person.
- Other Non-compliance (e.g. Refusal to provide identification, refusal to leave premises).
- Physical threats, assault or threat of assault.
- Damage to College or other people's property.
- Misconduct resulting from drug or alcohol abuse.

Note: Campus Security and/or Police Services should be contacted **immediately** when there is any situation/incident involving an unruly/intoxicated person that potentially places a person(s) in danger of physical harm.

CSS will present a summary, by term, of all alcohol-related incidents related to the service of alcohol to the VP – Corporate Services and Innovation, with a copy to the General Manager - Food and Beverage.

INJURY AT OPERATING LICENSED ESTABLISHMENT OR COLLEGE-SANCTIONED EVENT:

In the event an injury to students, faculty, staff, Alumni and/or guests occurs, an Injury Report Form shall be submitted.

AUTHORITY AND RESPONSIBILITIES:

Persons in positions of authority (including deans, directors, chairs, supervisors, faculty, coaches or others who oversee employees or students) have an obligation to contact the appropriate resources if they see or are informed of incidents. Employees can seek assistance from their Human Resources representative where appropriate.

CSS will be responsible for reinforcing and communicating these procedures to College students, faculty, staff, Alumni and guests.

College students, faculty, staff, Alumni and guests will be responsible for taking direction from the appropriate authorities and contributing to a safe and secure environment.

The Vice President – Corporate Services and Innovation is responsible for ensuring that effective procedures are in place and in monitoring overall effective implementation and compliance with these procedures. Dependent upon the circumstances, the General Manager - Food and Beverage, the Manager - Georgian Dining Room, the Supervising College Staff Manager and Campus Principal/Manager may share responsibilities as appropriate for overseeing the day-to-day management of the sale of alcohol at Operating Licensed Establishments or College-Sanctioned Events.

REFERENCES INCLUDE:

- Liquor License Act of Ontario
- Smart Service Training (www.smartserve.ca)
- AGCO (www.ACGO.on.ca)

GEORGIAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

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CONSUMPTION OF ALCOHOLIC BEVERAGES AT COLLEGE FUNCTIONS AND PROPERTY

Effective Date: 90.04.05

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SERVICE OF ALCOHOLIC BEVERAGES AND CONSUMPTION AT COLLEGE FUNCTIONS AND PROPERTY

Effective Date: 14.05.14

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