

TITLE: ALCOHOL AT COLLEGE EVENTS AND FACILITIES

POLICY STATEMENT:

The Red Deer College community engages in social activity that can involve the provision and consumption of alcohol. College events and facilities at which alcohol is served are managed effectively and in accordance with the law, the terms of relevant liquor licenses, the terms of this policy, and the development and maintenance of healthy lifestyles. The College realizes that alcohol is a potentially addictive substance and that the abuse of alcohol can and does lead to serious and complex medical and social problems. The College supports education and awareness with respect to the responsible use of alcohol.

PURPOSE:

The purpose of this policy is:

- to ensure a responsible approach to the use of alcohol at College events and facilities
- to promote the safety and well-being of students, faculty, staff, and visitors by hosting College events in a safe manner
- to decrease the legal liability of the College and its staff and student groups.

SCOPE:

This policy governs the purchase, sale, service, and consumption of alcoholic beverages at College-related events and in College facilities. The policy applies to all RDC employees, Students' Association of Red Deer College employees, students, volunteers, guests, visitors, contractors, and external clients using the facilities.

PRINCIPLES:

1. RDC is committed to fostering a campus environment that promotes the adoption of health-enhancing attitudes and behaviors. It recognizes that personal well-being enhances academic success and may set a pattern for lifelong, healthy living.
2. RDC respects and fulfills legal obligations.
3. All College members, including staff and students, have an obligation to make legal and responsible decisions concerning their conduct and alcohol use or non-use.

DEFINITIONS:

College facility: Any property owned, leased or under the control of RDC, including the Students' Association of Red Deer College facilities.

External client: A group or individual who is not an RDC employee or student, or an RDC employee or student who wishes to book facilities for activities not related to College business.

ProServe: A mandatory training program for all people serving or selling liquor or providing security in a licensed premises (full- or part-time) in Alberta.

GUIDELINES:

1. Alcohol use at RDC events and facilities complies with the Alberta *Gaming and Liquor Act* and *Regulation*. All provisions of the *Alberta Gaming and Liquor Act* and *Regulation* must be followed. The Vice President College Services is responsible for maintaining alcohol licensing compliance at RDC. Compliance is enforced by the Manager, Security and Emergency Response, whose position has been assigned by the President as the ProServe administrator for the College.
2. In College facilities, alcohol must be sold, served, or consumed only in a venue covered by either the College's existing liquor license or by a Special Events Liquor License.
3. All College events (including events booked by external clients) where alcohol is served have a demonstrated strategy for controlling the delivery and monitoring of the consumption of alcohol. The personnel (whether volunteer or hired) must be ProServe certified in the service and monitoring of alcohol consumption. Personnel are not permitted to consume alcohol prior to or during their shift at any event.
4. Alcohol must not be served to any person under the legal drinking age.
5. An intoxicated individual must not be served or allowed to have alcohol in their possession. 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.
6. Organizers of College events where alcohol is served must encourage and promote alcohol moderation and must provide food and non-alcoholic beverages.
7. Event organizers must follow the Alberta Gaming and Liquor Commission (AGLC) policies related to advertising. The policies are outlined in the Liquor Licensee Handbook under section 7.2 Advertising by Class A, B and C Licensees. A Class C licensee may advertise a function only if the advertising clearly indicates admission is restricted to members and their bona fide (genuine) invited guests. Posters, flyers, or announcements to the public must not have liquor advertising as their primary focus. "All-inclusive" pricing for event (i.e. "all you can drink", "open bar") advertising is prohibited. Advertising the price of liquor/drinks is prohibited. The use of phrases like "cheap drinks" and "beer garden" are prohibited. The promotion of alcohol must not encourage any form of alcohol abuse, or place emphasis on the quantity or frequency of use.
8. For events at RDC facilities, including events booked by external clients, alcohol purchase and service must be arranged through the Front of House Manager, with the exception of the following:
 - the Far Side venue only (purchase and service must be arranged through the Far Side Manager).

9. Events at satellite locations (Donald School of Business, City Centre Stage) follow procedures as per the main campus, with alcohol service facilitated by the Front of House Manager. Should the service be unavailable due to multiple bookings for the same date, or unique logistics of an approved event, the College may secure an external service provider to fulfill these duties.
10. Alcohol use in the Residences, with the exception of areas identified in Appendix A, is regulated by provisions in the Residence Handbook.
11. RDC encourages responsible use of alcohol through alcohol awareness education coordinated by the Health, Safety and Wellness Centre.
12. The Manager, Security and Emergency Response (or delegate) has the authority to close alcohol service or close down an event in progress if the event is in violation of this policy.
13. Licensed Event Approval and Reporting

The following events require approval by a member of Senior Administration and the Manager of Security and Emergency Response (the event organizer must complete the Licensed Event Security Approval Form, Appendix C):

- events with a Special Events Liquor License
- events in gymnasiums
- events with an attendance of greater than 75, except for:
 - events in the Arts Centre Front of House area
 - daily operations/low risk events in the Far Side Bar and Grill

Far Side Bar and Grill events deemed to be higher risk by the Far Side Manager require approval by the Manager of Security and Emergency Response (see Appendix C).

For all other events, the event organizer must complete the Licensed Event Proposal Form (Appendix B).

The following event organizers send the Manager of Security and Emergency Response a list proposed events at mid-August, mid-December and mid-April, and provide updates throughout the year as needed: Front of House Manager and Far Side Manager.

14. Events requiring a Special Events Liquor License

Events requiring a Special Events Liquor License must be approved using the Licensed Event Security Approval Form (Appendix C). A Special Events Liquor License is required for:

- events at RDC facilities not covered under the RDC liquor license (see Appendix A) or
- events that are advertised as events serving alcohol open to the general public.

The Special Events Liquor License must be displayed throughout the event.

PROCEDURE:

1. Complete the Licensed Event Proposal Form or the Licensed Event Security Approval Form.
2. Acquire a Special Event Liquor License if required; in consultation with the Manager of Security and Emergency Response (see Appendix C).
3. Arrange alcohol purchase and service through the Front of House Manager, with the exception of the following:
 - the Far Side venue only (arrange purchase and service through the Far Side Manager)

OFFICER RESPONSIBLE: Vice President College Services

RECOMMENDING AUTHORITY: Service Council

CONSULTATION FOR REVIEW: Students' Association, Director of Facilities, Manager of Security and Emergency Response, Director of Student Services, Manager of Health, Safety and Wellness, Facilities Booking Office, Service Council, Deans' Council

POLICY REVIEW DATE: March 2018

EFFECTIVE DATE: May 1, 2013

REVISION HISTORY: February 1, 2001 (Alcohol Consumption Standard Practice)
May 1, 2013 (revised, renamed Alcohol at College Events and Facilities Policy)

RELATED POLICIES:

- Occupational Health and Safety
- Facilities Booking
- Hosting and Business Expenses

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors operational policies.

APPENDIX A

Red Deer College Liquor License Summary

Red Deer College currently holds two liquor licenses: Class B (Theatre and Sports Stadium) and Class C (Institution).

Class B definition:

“Class B licenses are for the sale and consumption of liquor in premises that are open to people who have paid an entrance fee, have purchased a ticket or are otherwise entitled to use the facility. Examples are: convention centre, racetrack, recreational facility, sports stadium, theatre, and public conveyance.”

Theatre:

“A Class B license may be issued to a theatre in which the public may watch a live theatrical or musical performance, or other approved entertainment. The sale of liquor is permitted to adult ticket holders only.” The lobby area of the Arts Centre has a Class B license under this category.

Sports Stadium:

“A stadium, arena or other facility built for the primary purpose of staging sporting events may qualify for this license. Examples of sporting events include baseball, hockey, football, auto racing, etc. Other events may be approved by the Board.” The Main Gym has a Class B license under this category.

Class C definition:

“Class C licenses are for the sale and consumption of liquor in premises restricted to members or other specific individuals, and include: clubs, canteens, institutions, and traveler’s lounges.”

Institutions:

“A Class C license may be issued to a post-secondary educational institution with the consent of the Board of Governors or other authority that directs the operation of the institution. This class of license may also be issued to a residential institution such as a hospital, sanatorium, nursing home or residential facility for adults.”

The areas of the College that are under the Class C license are:

1. 800 / 900 wings and the Four Centres
 - Nova Chemicals Learning Common (940)
 - Cenovus Chemical Learning Common (2909)
 - Bruin’s Plumbing Lounge (800L)
 - The Patch eating area (942)
 - Meeting room 2923
 - Meeting room 2915-138
 - J.B. Quinn Corporate Training Centre 2901 – 2908 (inclusive)

2. 1000 Wing
 - Far Side Lounge and patio
 - Red's Cafeteria (1007)
 - Cafeteria Conference Room (1007A)
 - Library (1006)
 - Campus Recreation and Student Life Area (The Living Room)
3. 1200 Wing
 - Forum (1201 & 1202)
 - Meeting rooms 1214 and 1222
4. 1500 Wing
 - Cornerstone Dining Lounge
 - Mixology Lab
 - Cornerstone Patio
 - Staff Lounge (1500L)
5. 2000 Wing
 - Kinesiology Seminar Room (2002A)
 - Library rooms 2006 and 2006F
6. 2100 Wing
 - Meeting rooms 2103
7. 2200 Wing
 - Reception area between 2216 and 2220
 - Meeting rooms 2202, 2203B, 2220
8. 2500 Wing
 - BA Collaborative Room (2506)
 - Meeting Room 2503
9. 2600 Wing
 - Meeting Room 2606J
10. Arts Centre
 - Studios A, B, C and D (AC146, AC147, AC 148 and AC149)
 - Ensemble Rooms A and B (AC159 and AC160)
 - Arts Centre Foyer (AC104)
 - Arts Centre Conference Room (AC142)
 - Mainstage (AC117)
11. Residence
 - Residence Rec/Admin (R17)
 - Residence Common Room (R100)

12. CollegeSide

- Great Hall (CS2182A, B, C, & D)

13. Donald School of Business

- Rooms 300A-C, 303, 304, 305, 306A&B, 309, 310
- Rooms 404, 406, 407, 408
- Room 503-B

14. City Centre Stage

- Lobby
- Multipurpose Room

APPENDIX B



Campus Management
 Red Deer College
 100 College Blvd
 Box 5005
 Red Deer, Alberta
 CANADA T4N 5H5
 Telephone: 403.342.3247
 Fax: 403.343-4063
 website: www.rdc.ab.ca

LICENSED EVENT PROPOSAL CAMPUS MANAGEMENT

The personal information that you provide on this form is being collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy (FOIP) Act of Alberta. It will be used by Campus Management to track licensed events on campus, and may be shared with the college's insurers. The information will be protected in compliance with the provisions of FOIP and retained in accordance with approved Information Management guidelines, after which it will be disposed of in a secure manner. If you have any questions about the collection and use of this personal information, contact the Director of Facilities, Campus Management, Red Deer College, 100 College Blvd, Box 5005, Red Deer, Alberta, T4N 5H5, Telephone: 403.342-3247.

INSTRUCTIONS:

- Send completed form to the Manager of Security and Emergency Response.
- NOTE: For events in a gymnasium, or with expected attendance higher than 75, or requiring a Special Events Liquor Licence, use the Licensed Event Security Approval form on the Forms Index.

CONTACT INFORMATION

EVENT ORGANIZER'S NAME		RDC PHONE
CELL PHONE	EMAIL ADDRESS	

EVENT INFORMATION

EVENT NAME		EVENT DATE	
LOCATION	ROOM CAPACITY	EXPECTED ATTENDANCE	
Time of alcohol service:	START TIME	END TIME	Note: Alcohol service in open spaces cannot exceed six hours or end after 10 pm.

04/13

APPENDIX C



Campus Management
 Red Deer College
 100 College Blvd
 Box 5005
 Red Deer, Alberta
 CANADA T4N 5H5
 Telephone: 403.342.3247
 Fax: 403.343-4063
 website: www.rdc.ab.ca

LICENSED EVENT SECURITY APPROVAL CAMPUS MANAGEMENT

The personal information that you provide on this form is being collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy (FOIP) Act of Alberta. It will be used by Campus Management to assign security to licensed events, and may be disclosed to the college's insurers. The information will be protected in compliance with FOIP and retained by the department in accordance with approved Information Management guidelines, after which it will be disposed of in a secure manner. If you have any questions about the collection or use of this personal information, contact the Director of Facilities, Campus Management, Red Deer College, 100 College Blvd, Box 5005, Red Deer, Alberta, T4N 5H5, Telephone: 403.342-3247.

INSTRUCTIONS

Complete the Licensed Event Security Approval Form for the following events where alcohol will be served in RDC facilities:

- events with a Special Events Liquor Licence,
- events in gymnasiums,
- Far Side Bar and Grill events deemed to be higher risk by the Far Side Manager,
- events with an attendance of greater than 75, except for the following:
 - events in the Arts Centre Front of House area
 - daily operations/low risk events in the Far Side Bar and Grill

1. The Event Organizer completes Sections 1 through 3, and gets the appropriate Senior Administration member to complete and sign Section 4. **External clients and the manager of the Far Side do not need to complete Section 4.**
2. The Event Organizer brings the completed form to a meeting with the Manager, Security and Emergency Response. The Manager completes Section 5 during the meeting.
3. For events requiring a Special Events Liquor License, the Event Organizer sends a copy of the licence to the Manager, Security and Emergency Response.

All parties are required to display their Special Events Liquor Licence throughout the event.

The process should be **completed at least 14 business days in advance of the date of the event.**

For licensed events not listed above, use the Licensed Event Proposal form, available on the Forms Index.

1. ORGANIZER INFORMATION

EVENT ORGANIZER'S NAME		RDC PHONE
CELL PHONE	EMAIL ADDRESS	
What organization are you affiliated with?	<input type="checkbox"/> Student's Association/Student Club <input type="checkbox"/> Non-RDC	<input type="checkbox"/> RDC Department/School (requires Senior Administrator approval) <input type="checkbox"/> Other (specify):

2. EVENT INFORMATION

EVENT NAME		EVENT DATE
LOCATION	ROOM CAPACITY	EXPECTED ATTENDANCE

3. ORGANIZER ACKNOWLEDGEMENT

As event organizer, I certify that I have read and understand the Red Deer College Policy "Alcohol at College Events and Facilities." Further, I will endeavour to ensure that the liquor laws of the Province of Alberta and the policies and procedures of Red Deer College are fully complied with during the event. All alcohol servers at this event will possess a ProServe Certificate.

SIGNATURE	DATE
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4. SENIOR ADMINISTRATOR (for events organized by an RDC Department/School)

NAME	TITLE
I have discussed this event with the event organizer and assessed it for <input type="checkbox"/> its fit with the college mission and values, <input type="checkbox"/> risk exposure (College reputation, brand, liability), <input type="checkbox"/> safety and security issues.	
Certificate of insurance completed with RDC as additional named insured? <input type="checkbox"/> Confirmed <input type="checkbox"/> N/A	
Any additional conditions required for the event:	
As a Senior Administrator for the college, I affirm that this event complies with policy.	
SIGNATURE	DATE

5. CAMPUS SECURITY (or Campus Management designate)

NAME	DEPARTMENT/SCHOOL	TITLE
Is additional security required for this event?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, number of officers:
Does this event require a Special Events Liquor Licence?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, ProServe No.:
<input type="checkbox"/> This event complies with applicable legislation.		
<input type="checkbox"/> This event complies with all applicable College policies and procedures.		
Any additional conditions required for the event:		
I have reviewed this application and documented any additional conditions for the event.		
SIGNATURE	DATE	