



## COLLEGE RELATED EVENTS INVOLVING ALCOHOL

<b>Policy Name:</b> College Related Events Involving Alcohol	<b>Responsible Owner:</b> Vice President Administrative Services and CFO	<b>Created:</b> 2018 Jun
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### **A. PURPOSE**

The purpose of this policy is to communicate the expectations on the responsible provision and consumption of alcohol by members of the College community at College Related Events both On-Campus and Off-Campus, and to promote the health and safety of members of the College Community and visitors who attend College Related Events where alcohol will be served.

### **B. SCOPE**

This Policy applies to individuals who organize College Related Events where alcohol will be served and members of the College Community and visitors who consume alcohol at a College Related Event.

### **C. DEFINITIONS**

1. **College:** Douglas College
2. **College Community:** All College employees, students, Board members, contractors, Douglas Students' Union and any other person who is contractually obligated to comply with this Policy.



3. **College Related Event:** Events, both On-campus and Off-campus that are organized, led or supervised by an Event Organizer.
4. **Event Organizer:** a College Employee or employee of the Douglas Students' Union who is responsible for planning and administering a College Related Event where alcohol will be served.
5. **Event Involving Alcohol Plan:** a document that provides planning and preparation details related to the event, and serves as the official record of a College Related Event Involving Alcohol undertaken by the College.
6. **Off-campus:** Premises and locations not On-campus.
7. **On-campus:** Includes all Douglas College premises, owned, leased, rented or controlled by the College including grounds and/or facilities used in partnership with other parties.
8. **Responsible Administrator:** An executive of the College, or an administrator (e.g., Dean, Director, Registrar) responsible for the operations of a College Department, Faculty, or service area.
9. **Risk Register:** a document that identifies specific risks that may arise during a College Related Event where alcohol will be served and describes detailed mitigation plans to reduce the levels of all risks associated with the event.

#### D. POLICY STATEMENTS

1. Douglas College recognizes the value of social engagement and that this includes College Related Events that may involve the serving and consumption of alcohol. The College acknowledges the merit of these types of social events along with its responsibility to:
  - a. manage the legal liability of the College, members of the College Community, and visitors in relation to such events;
  - b. provide support to members of the College Community to encourage responsible decisions and the maintenance of healthy lifestyles, and to support the successful implementation of safe and enjoyable events where alcohol is present;
  - c. promote awareness and compliance with the Province's legal requirements relating to the serving and consumption of alcohol; and
  - d. educate and inform members of the College Community about the issues and risks associated with the consumption of alcohol, how to mitigate those risks, and how to obtain assistance and support if needed.
2. Members of the College Community and visitors participating in a College Related Event where alcohol is available are expected to serve and consume alcohol in a responsible manner.
3. The College does not permit any social event where the sole purpose or focus is the consumption of alcohol or activities associated with the event promote drinking to intoxication.



4. Event Organizers of a College Related Event where alcohol will be served must ensure the event is inclusive and supportive of those members of the College Community and visitors who choose not to or cannot consume alcohol.
5. Event Organizers are required to be present for the duration of the Event, and are not permitted to consume alcohol while in attendance.
6. A College Related Event where alcohol will be served requires the completion of a Risk Register and Event Involving Alcohol Plan, both of which require the written approval of the Responsible Administrator to whom the Event Organizer reports.
7. A College Related Event involving alcohol will not be approved if risks to members of the College Community and visitors have not been satisfactorily addressed.
8. A College Related Event involving alcohol may be cancelled at any time if the Event Organizer, Responsible Administrator or Douglas College believes that risks to members of the College Community and visitors are or have become unacceptable.
9. For all events held On-campus, alcohol is not permitted unless the event is catered by the College's contracted food service provider and holder of a catering license or catering endorsement from the British Columbia Liquor Control and Licensing Branch, or the Event Organizer has complied with the Standard Operating Procedures associated with this Policy, and has obtained the written approval of the Director, Facilities and Ancillary Services to use the space.
10. Douglas College is the legal holder of a liquor license from the BC Liquor Control and Licensing Branch (LCLB). The application of the College's Liquor License is limited to College Related Events and functions under sponsorship of Event Organizers.
11. The service, sale and/or consumption of alcohol is not permitted anywhere On-campus except in areas licensed and designated for such purpose and in accordance with this Policy.

## E. PROCEDURES

SOP College Related Events Involving Alcohol (*in development*)

## F. LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

### [Administration Policies Page](#)

- Health and Safety
- Minors on Campus
- Off-campus Activity Involving Students



#### G. RELATED ACTS AND REGULATIONS

- [Liquor Control and Licensing Act \(LCLA\)](#)
- [Liquor Control and Licensing Regulation \(LCLR\)](#)

#### H. RELATED COLLECTIVE AGREEMENTS

N/A