



<b>Title</b>	<b>Alcohol – Serving and Consumption of Alcohol</b>
<b>Policy Area</b>	Operations - Facilities
<b>Policy Number</b> <i>(to be assigned by Information Services)</i>	E.3.2
<b>See also</b> <i>(related policies)</i>	Facilities Use and Room Booking Procedures Policy

<b>Effective Date of Policy:</b>	July 1, 2005
<b>Approval Date:</b>	June 28, 2005
<b>Applies to:</b>	Board Members, Employees, Students, Visitors, and Guests
<b>Approving Body:</b>	Board of Governors
<b>Supersedes/New:</b>	OUC Alcohol Policy May 1, 2003
<b>Authority</b>	<i>College and Institute Act</i>

The following are responsible for the administration of this policy,

<b>Primary Office</b>	<b>Contact</b>
Vice President, Students	Director, Planning and Facilities Management

<b>Policy Statement</b>
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1.0 Alcohol may be served on the Okanagan College (“OC”) campuses subject to provisions of the *Liquor Control and Licencing Act and Regulations* and the terms of this policy and procedure, as may be amended from time to time.

OC encourages responsible behaviour on the part of those who choose to drink, and discourages abuse of alcohol.

<b>Policy Details</b>
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1.1 This policy applies to Board Members, OC employees, students, visitors and guests, who participate in the serving or consumption of alcohol on OC property or at OC events. Each person is responsible for his or her own conduct and is expected to act responsibly with respect to his or her alcohol consumption. Nothing in this policy or

its procedures is to be taken as creating or imposing any liability at law or in equity upon OC for violation of this policy.

- 1.2 Alcohol may be served or consumed on campus only in:
- a) designated Licenced Areas; or
  - b) in a location authorized by OC and where a *Special Occasion Licence* has been issued in accordance with the *Liquor Control and Licencing Act*. See procedure below to obtain OC's permission to host a function with the service of alcohol.

**Serving or consumption of alcohol at unlicenced functions or in unlicenced areas on OC premises is strictly prohibited.**

- 1.3 The Licenced Areas are:
- a) Kelowna Campus Cafeteria; and
  - b) Kelowna Campus Infusions Dining Room and patio.

All food and beverage services in these areas must be provided by OC. For further information on these areas contact the Manager, Food Services.

- 1.4 If a member of the OC community wishes to organize a function at which alcohol may be served that is not on OC premises but which is associated with OC, the member may do so at a licenced establishment, his/her private home or another location. The person organizing the function has a personal responsibility for ensuring that participants do not consume excessive amounts of alcohol. When the function is held at a private home, that person, as the host of the function, is responsible for ensuring the safety of all participants and for ensuring that alcohol is not served to an individual exhibiting signs of impairment or underage individuals. Alternative means of transportation should be provided or a designated driver appointed for any potentially impaired individuals.

- 1.5 Procedures – Obtaining OC's Permission to Host a Function

- 1.5.1 Permission to hold a function serving alcohol on OC premises in an unlicenced area must first be obtained from OC – See *Appendix A - Application Form*.
- 1.5.2 The application form must be completed and submitted to the Director, Planning and Facilities Management at least 4 weeks in advance of the function. The Director or designate is responsible for reviewing and approving the application form.
- 1.5.3 If approved, the organizer must obtain a *Special Occasion Licence* and comply with all relevant liquor control licence requirements and regulations, and comply with the requirements of any other relevant statutes. **It is the responsibility of the organizer of the function to obtain all necessary information on licencing and regulations. See the British Columbia Liquor Control and Licencing Branch's website for more information.**
- 1.5.4 The organizer must provide to the Associate VP of the Department of Campus Development & Facilities Management, two (2) working days prior to the

function, proof that a *Special Occasion Licence* has been obtained, otherwise OC has the right to cancel the function.

- 1.5.5 The member of the OC community and visitors or guests who wish to organize such a function shall be named as the licensee and shall be responsible for compliance with the terms of the *Special Occasion Licence* and all other alcohol-related matters related to the function, including the conduct of guests and visitors. OC's involvement shall be limited to the granting of permission to hold a licensed function on its premises.
- 1.5.6 Permission to hold a function is at the discretion of Director, Planning and Facilities Management. Some considerations taken into account when exercising that discretion include without limitation:
  - a) the function is sponsored by a bona fide organization (group, club, society) that meets regularly or occasionally for a common purpose and is for social or recreational purpose attended only by members and invited guests;
  - b) the function has no conflict with other OC programs or activities;
  - c) the function has as its primary purpose the enhancement of the collegial interaction of faculty, staff and students and/or professional interaction related to OC and/or the advancement of OC's goals for interaction with the community; and
  - d) the function furthers the interests of OC community.
- 1.5.7 The organizer shall save OC harmless from any and all damages resulting or arising from the function. Liability insurance coverage may be required and proof presented of its existence.
- 1.5.8 Security may be required for certain functions. Should security be required, the organizer is responsible for arranging security and payment of any costs arising there from.
- 1.5.9 Where alcohol is served, snack food and non-alcoholic beverages must be available during the time alcohol is served.
- 1.5.10 The organizer will pay any additional costs incurred by OC to setup, repair or clean up the premises for and after the function.
- 1.5.11 The location of the function must be appropriate to the function, and conform to OC's *Facilities Use and Room Booking Procedure*.
- 1.5.12 OC Executive Team shall have authority to terminate a special occasion function if it is perceived that there are violations of the law, OC's policies or conditions of the application.
- 1.5.13 Violation of this policy should be reported to an employee's supervisor, the Dean in the area of the student's study or the Associate VP of the Department of Campus Development & Facilities Management.

**Additional Information**

See attached application form:

Application for Permission to Hold a Function Where Alcohol Will Be Served In  
an Unlicensed Area

**Appendix A**

**Application for Permission to Hold a Function Where Alcohol Will Be Served In an Unlicensed Area**

The Organizer of the function must complete this form.

**ORGANIZER**

Organization: \_\_\_\_\_

Organizer (Print Name): \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Business: \_\_\_\_\_

I certify that the above-noted function is consistent with the purposes of OC and that I have addressed all items in the *OC Alcohol Policy*. I accept personal responsibility for ensuring that the liquor laws of the Province of British Columbia, policies and procedures of OC, are complied with during the function. I will be providing to the **Associate VP of the Department** of Campus Development & Facilities Management a copy of the *Special Occasion Licence* within two (2) working days of the function. I acknowledge that should this licence not be provided within this time, permission to hold the function will be revoked.

Organizer's Signature: \_\_\_\_\_

**ROOM RESERVATION & ALCOHOL SERVICE**

Function: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Attendance Expected: \_\_\_\_\_

Maximum Attendance: \_\_\_\_\_

Faculty/Staff: Yes \_\_\_\_\_ No \_\_\_\_\_

Students: Yes \_\_\_\_\_ No \_\_\_\_\_

Location of Function

Building/Room: \_\_\_\_\_

Hours of Alcohol Service: \_\_\_\_\_

Person in Charge of Security: \_\_\_\_\_

### AUTHORIZATION

Section 3 is to be authorized by the **Associate Vice President of the Department of Campus Development & Facilities Management** and the Dean/Director of the Faculty/Unit of Department where the function is to be held. On behalf of OC, I give permission to the above-named organizer to hold the above-noted function on the OC premises identified above. This permission is conditional upon compliance with all applicable legislation (including the obtaining of a *Special Occasion Licence* pursuant to the *Liquor Control and Licensing Act*), all OC policies and procedures, and any additional conditions/restrictions noted below.

Additional Conditions/Restrictions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Associate Vice President:

\_\_\_\_\_  
(Print Name)

Department: **Department of Campus Development & Facilities Management**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean/Director:

\_\_\_\_\_  
(Print Name)

Faculty/Unit: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Special Function Room Capacity:

\_\_\_\_\_

Confirmed by: \_\_\_\_\_

Date: \_\_\_\_\_

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