

## ALCOHOL CONSUMPTION ON UNIVERSITY PREMISES POLICY AND PROCEDURES

POLICY NO.	405-001
SCOPE	All Employees, Student Employees, Student Union Representatives
APPROVAL	Board of Governors
ORIGINAL DATE	April 4, 1991
LAST REVISION	April 14, 2014
NEXT REVISION	September, 2015
CONTACT	Director of Facilities Management

### **1 INTRODUCTION**

In order to ensure awareness of and education about the responsible use of alcohol, NSCAD University will act in accordance with the following principles. NSCAD

- is committed to providing an environment which values, promotes and reinforces responsibility in the use of alcohol;
- supports the responsible service and consumption of alcoholic beverages in compliance with the laws of the Province of Nova Scotia and this policy;
- respects and supports the rights of non-drinkers, including those not of legal drinking age;
- supports the Office of Student Services and the Student Union in implementing the Alcohol Policy, through training and employment of students as service staff.

The consumption of alcoholic beverages on campus is prohibited except in the locations that have been officially designated in the NSCAD liquor licence. The purchase and distribution of alcoholic beverages is managed by the Director of Facilities Management. The Director of Facilities is the final arbiter of all matters relating to conformity with the Licence. The purchase of alcohol in a university carries specific responsibilities as to use and the University and its employees can be held liable for consequences resulting from the consumption of alcoholic beverages purchased with the NSCAD licence that occur both on and off campus.

### **2 POLICY DISTRIBUTION AND COMMUNICATION**

In order to ensure awareness of and compliance with the Alcohol Policy, a copy of the Policy will be provided to the sponsor of any event at which the serving of alcohol has been authorized at the time of application for a Campus Alcohol Permit. Copies of the Policy will also be available in the following locations: on the NSCAD web site, Service Centre, Student Union Office, Office of Student and Academic Services, Office of the Vice President (Academic and Research), Office of the Vice President (Finance and Administration) and the Office of the Director of Facilities Management. Student organizers of events at which liquor will be served will meet with the Dean to discuss the

implementation of the provisions of the Liquor Control Act and the NSCAD Alcohol Policy. Such meetings are required before permission will be given for the use of NSCAD facilities for such events.

Information concerning responsible consumption of alcohol will be made available through the Student Services Office. The Office of Student and Academic Services will provide resources for alcohol awareness education on the university campuses.

Students experiencing problems involving the consumption of alcohol will be encouraged to meet with the Manager of Financial Aid and Student Counselling. In addition to on-campus counselling and assistance, referrals may be made through the Office of Student and Academic Services to outside agencies for professional advice and support. Employees experiencing problems involving the consumption of alcohol will be encouraged to seek assistance through the Employee and Family Assistance plan and other professional providers.

### **3 ANNUAL REVIEW OF NSCAD POLICY AND PROCEDURES**

The NSCAD University Alcohol Policy and Procedures will be reviewed on a regular basis by the Occupational Health and Safety Committee. The Occupational Health and Safety Committee will regularly receive and review any incident reports concerning the use of alcohol at any events held on campus. The Policy and any changes to it must be approved by the Board of Governors of NSCAD University.

### **4 POLICY REVIEW**

The Nova Scotia Liquor License Board has granted NSCAD a Permanent Special Premises License. Thus all functions involving the sale or distribution of alcoholic beverages on campus are governed by the provisions of the Liquor Control Act and are subject to any restrictions inherent in the Permanent Special Premises License.

The Permanent Special Premises License authorizes the licensee to purchase beer, wine and spirits from the Commission and to sell to any person 19 years of age or over, beer or wine by the glass, open bottle or other container, and spirits by the glass, for consumption only on the premises licensed and for the periods or periods of time and subject to the conditions as are specified in the license. The NSCAD University Alcohol Policy prohibits the serving of spirits at events for which student sponsors or organizers are responsible.

Prior approval for all events must be obtained from both the Director of Facilities Management and the Dean. The Director, Facilities Management and in her/his absence, the Vice-President (Finance and Administration) has been authorized by the President as the official of NSCAD University

responsible for:

1. Liaison with the Nova Scotia Liquor License Board;
2. Authorizing campus functions at which alcohol is served; a campus function is authorized only with a written and signed Campus Alcohol Permit, signed by the Director of Facilities Management. Notice of events must be provided a minimum of two weeks in advance to the Director of Facilities Management and the Dean;
3. Ensuring compliance with the provisions of the Permanent Special Premises Liquor License granted to the University under the Liquor License Act and the NSCAD University Alcohol Policy.

## **5 SPONSORSHIP AND LOCATION OF EVENTS**

All functions at which alcohol is served at NSCAD University must be sponsored by a Division, Department, Office or NSCAD University organization recognized by the University. The service or consumption of alcohol during unlicensed functions on University premises or associated premises is illegal.

All room capacity guidelines and other codes and policies regarding the safe use of spaces must be adhered to. Smoking is not permitted anywhere on campus, or within 4 metres of windows, doors or ventilation units.

NSCAD University reserves the right to refuse an event without explanation. Events where consumption of large amounts of alcohol are encouraged, such as “pub crawls” whether on or off campus, are not sanctioned by the University.

## **6 SERVER TRAINING**

Students who wish to be hired or engaged to serve alcohol must complete Bartender Compliancy Training organized by the Office of Student and Academic Services each Fall semester. Those students who have successfully completed the program must take a refresher course to be eligible to serve in each subsequent year. No students will be allowed to act as bartenders until they have completed the Bartender Compliancy Training.

The Manager of Financial Aid and Student Counselling will be responsible for organizing student participation in the Bartender Compliancy Training, and will maintain records of those students who have successfully completed the course and maintained eligibility through retraining. Any issues surrounding the failure to follow proper preventative and intervention procedures should be reported to the Manager of Financial Aid and Student Counselling, and the Student Union President.

Such procedures will include effective management of room capacity and the verification of identification at the entrance to events. Should a student server be found to have failed in following proper procedures, their name will be removed from the list of those who are eligible to be student servers.

Any other person who is hired or engaged to serve alcohol at a NSCAD University function must have the written pre-authorization of the Director of Facilities Management.

## **7 NSCAD UNIVERSITY CAMPUS ALCOHOL PERMIT PROCESS AND APPLICATION**

A representative of a Division, Department, Office or NSCAD University organization sponsoring a function on campus at which alcohol may be served must apply for a NSCAD University Campus Alcohol Permit available from the Service Centre and must be present during the entire event. Liquor purchases are restricted to consumption within designated areas only (no off-campus or non-designated area consumption) and purchases are made on a per event basis (no purchase for inventory). The completed application, once validated by the Director, Facilities Management becomes the permit which must be posted at the bar. Validation of the Permit must take place at least one week before the scheduled event.

Actual purchases of alcohol under the NSCAD liquor license must be made by a Service Centre employee and may be picked up by a member of the Facilities Department. The NSLC does not sell on credit, therefore cheques must be requisitioned sufficiently in advance of the date required to allow preparation by the Finance Office. All orders must be paid by NSCAD cheque, cash or money order (made out to the Nova Scotia Liquor Corporation). Payment by debit, credit card or third party cheques is not permitted. No alcohol may be purchased directly by the individual at a liquor store which is not part of the permit.

Alcohol will be delivered the day of the event to the location of the event unless provided directly by the distributor. If the liquor cannot be properly secured until the time of the event, it may be picked up by the organizer or department representative in advance.

Liquor purchases require strict adherence to liquor consumption age requirements.

Should events take place in the Anna Leonowens Gallery, NSCAD Gallery guidelines must be followed.

All unused alcohol purchased for use on NSCAD facilities must be returned on a timely basis to the Service Centre for return or reuse.

## **8 EMERGENCY TELEPHONE NUMBERS**

A list of emergency telephone numbers will be provided by the Director, Facilities Management to the sponsor of an event at the time the Permit is issued and it must also be posted at the Bar.

## **9 NON-ALCOHOLIC BEVERAGES**

The sponsor of any event at which alcohol is served must ensure that a range of non-alcoholic beverages will be readily available for the entire duration of the event.

## **10 CAMPUS ALCOHOL PERMIT FORM**

The Permit will be issued as an original to be kept on file in the Service Centre, with a copy for the Office of Facilities Management.

## **11 SECURITY AND EVENT SPONSOR REQUIREMENTS**

Sponsors of the event shall be responsible for compliance with the provisions of the Nova Scotia Liquor Control Act and NSCAD University Policies. Sponsors of student events shall have campus security present as pre-arranged with the Director of Facilities Management and will be on site until all participants have departed.

Security will have the authority to enforce regulations issued pursuant to the Nova Scotia Liquor Control Act. Such authority will include:

- 1) Removing someone from a function who is intoxicated, unruly or is a nuisance
- 2) Close a function down, if, in their judgment, it is in the interest of safety of persons in attendance, or the University, to do so. The decision will only be made in consultation with the Director of Facilities Management or a Senior Administrator. Senior Administrator includes the Vice President Finance and Administration, Provost and Vice President, Academic Affairs and Research or the President.

## **12 VIOLATION OF THE POLICY**

Noncompliance with these regulations by any student group, individual or organization on campus will result in privileges to use the University facilities being suspended for a period of time and/or the inability to secure a liquor license for future events.

**EMERGENCY NUMBERS TO BE POSTED AT EVENTS WHERE ALCOHOL IS SERVED**

<b>AMBULANCE</b>	<b>(9) 911</b>
<b>FIRE</b>	<b>(9) 911</b>
<b>POLICE</b>	<b>(9) 911</b>
<b>POISON CONTROL</b>	<b>(9) 911</b>
<b>Q.E. II Health Sciences Centre</b>	<b>(9) 473-2700</b>

<b>Mental Health Mobile Crisis Team</b>	<b>(9) 429-8167</b>
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**CAMPUS SECURITY**

<b>8:00 a.m. to 5:00 p.m.</b>	<b>Extension 8215 or 8174 or (9) 492-8778 Granville Desk (9) 442-4218 Port Desk</b>
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<b>5:00 p.m. and after</b>	<b>Extension 8174 (9) 877-0764 24 hours</b>
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<b>Weekends and holidays:</b>	<b>Extension 8174 (9) 877-0764 24 hours</b>
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**FACILITIES MANAGEMENT**

Director of Facilities Management	(9) 830-8452 cell
Manager of Facilities	(9) 830-1836 cell