

<b>Policy Name:</b>	Alcohol Usage & Licensing Policy		
<b>Policy No:</b>	8.6	<b>Approval Authority:</b>	Board of Governors
<b>Volume:</b>	8. Office of Facilities Management	<b>Responsible Executive:</b>	Vice-President, Finance & Administration
<b>Chapter:</b>	6. Alcohol Usage & Licensing	<b>Responsible Office:</b>	Facilities Management
<b>Originally issued:</b>	April 4, 1991	<b>Revisions:</b>	April 2014, November 2018

### Policy Statement

The purpose of the Alcohol Usage & Licensing Policy is to provide a healthy and safe working and learning environment for all the NSCAD community including students, faculty, staff and visitors. The Policy also ensures compliance to provincial laws and regulations.

### Reason for Policy

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 University (NSCAD) is committed to sustaining an academic environment that both respects individual freedom and promotes the health, safety, and well-being of all members of the NSCAD's community. Our health and safety performance relies on good judgment and responsible action. 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.

### Policy Applies to

This Policy applies to all faculty, students, employees and contractors/vendors while they are engaged in university activities, at all times when on the university premises. For more detailed information on individual use of alcohol (see Drug & Alcohol Policy). Any violation of these provisions will result in disciplinary action. Failure of Supervisors and others who direct or assign work, instruct and oversee student activity, to meet their responsibilities under this Policy will be grounds for disciplinary action.

### Who Should Read this Policy

- All members of the university community
- Any individuals with management or supervisory responsibilities
- All regular staff and faculty members
- Contractors/Vendors

### Contacts

- Department of Facilities Management
- Human Resources Department
- Office of Student Experience

- Office of Academic Affairs and Research
- Office of Finance and Administration

## Definitions

**“Contractor”**: refers to any company or individual which NSCAD has contracted to perform a service on university premises or as a representative of the NSCAD. This would include contractors, their employees, sole provider contractors or consultants, and subcontractors and their employees who are not on NSCAD’s payroll.

**“Alcohol”**: refers to beer, wine and distilled spirits, and includes the intoxicating agent found in medicines or other products.

**“Employee”**: Includes all regular full time, part time, temporary, casual, and seasonal employees on NSCAD’s payroll.

**“Employee Assistance Program”**: is a benefit available to all employees which provides confidential access to assessment, counseling, treatment and aftercare services for any personal problem an employee may face. For more information, contact the Human Resources department.

**“Supervisor”**: refers to a NSCAD employee accountable for a particular area, including managers, and others in supervisory positions who are directly responsible for the safety and performance of employees, students and contractors.

**“University business”**: refers to all business activities undertaken by employees or contractors in the course of NSCAD’s operations, it also refers to any activities undertaken by students in the course of their educational pursuits while on NSCAD premises.

**“University premises”**: includes but is not necessarily restricted to all land, facilities, work sites, and vehicles owned, leased or otherwise controlled by NSCAD for the purpose of conducting university business. This includes all surrounding ground, parking lots and leased or rented space.

## The Policy

### 1. Introduction

1.1. The consumption of alcoholic beverages on campus is prohibited except in the locations that have been officially designated in the NSCAD liquor license. 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 License. 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 license that occur both on and off campus.

### 2. Policy Distribution and Communication

2.1 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 Experience and Registrar, 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 Vice President, Academic and Research 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 Office of Student Experience and Registrar. The Office of Student Experience and Registrar 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 Experience and Registrar 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**

- 3.1 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**

- 4.1 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.
- 4.2 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.
- 4.3 Prior approval for all events must be obtained from both the Director of Facilities Management and the Vice President, Academic and Research. 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 Vice President, Academic and Research;

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

- 5.1 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.
- 5.2 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.
- 5.3 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

- 6.1 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.
- 6.2 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.
- 6.3 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

- 7.1 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.
- 7.2 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.

- 7.3 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**

- 8.1 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**

- 9.1 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**

- 10.1 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**

- 11.1 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, Facilities Management and will be on site until all participants have departed.
- 11.2 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 judgement, 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, Facilities Management or a Senior Administrator. Senior Administrators include the Vice President, Finance and Administration, Vice President, Academic and Research or the President.

## **12. Violation of the Policy**

- 12.1 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.

**Forms and Tools**

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

AMBULANCE	(9) 911
FIRE	(9) 911
POLICE	(9) 911
POISON CONTROL	(9) 911
Q.E. II HEALTH SCIENCES CENTRE	(9) 902 473-2700
MENTAL HEALTH MOBILE CRISIS TEAM	(9) 902 429-8167
CAMPUS SECURITY:	
8:00 AM TO 5:00 PM	EXTENSION 8215 OR 8174
GRANVILLE DESK	(9) 902 492-8778
PORT DESK	(9) 902 442-4218
5:00PM AND AFTER	EXTENSION 8174
	(9) 877-0764 24 HOURS
WEEKENDS AND HOLIDAYS	EXTENSION 8174
	(9) 902 877-0764 24 HOURS
FACILITIES MANAGEMENT:	
DIRECTOR, FACILITIES MANAGEMENT	(9) 902 830-8453 (CELL)
MANAGER, FACILITIES	(9) 902 240-4965(CELL)

**Alcohol Usage & Licensing Policy:** <https://navigator.nscad.ca/wordpress/wp-content/uploads/2018/12/8.6-Alcohol-Usage-Licensing-Policy-3.pdf>