

H1005 – OCCUPATIONAL HEALTH AND SAFETY

ALCOHOL SALE, SERVICE, AND CONSUMPTION AT ON-CAMPUS EVENTS PROCEDURES

1. General

1.1 Definitions

Campus Security means employees or contractors reporting to and operating under the direction of the Manager, Safety, Security and Emergency Management.

Event Summary means a description of the characteristics, type, and nature of the proposed on-campus event, as related to the sale, service, and consumption of alcohol.

On-Campus Event means a gathering of participants on a College campus or place for a specific purpose, such as a reception, fundraiser, celebration, social occasion, or other similar academic or non-academic activity.

Permit means any formal approval required by law or regulation which applies to an event on campus.

Person responsible means the College employee, including staff or faculty, who is identified as the primary contact for matters related to the on-campus event, including oversight and compliance.

Site Plan means a description of the planned space use and layout of the area(s) involved in the sale, service, and consumption of alcohol at an on-campus event.

1.2 Scope

This Procedure applies to the sale, service, and/or consumption of alcohol on College campuses related to on-campus events. It does not apply to the consumption of personal alcohol, to alcohol sales, service, or consumption at a licensed establishment on a College campus, or at off-campus events or locations.

1.3 Rationale

Langara College is committed to making our campuses safe for all students, staff, and community members. The primary function of the use of College premises is to support the delivery of the College's teaching, learning, student services, applied research and athletic activities.

The College also acknowledges and supports the use of the premises within and upon its facilities for social, celebratory, fundraising, and community-based activities engaging its students, faculty, and staff in fostering the Langara College culture, spirit, and legacy.

The College recognizes the prioritization for use of space at the College's facilities as managed through the College's Premises Use Policy. In the spirit of community, the College also acknowledges the need for the external community to utilize the College's facilities and will, in order of priority of the designated categories of use, consider and accommodate such requests in accordance with the College's Premises Use Policy.

Any on-campus event involving the service of alcohol, other than at an independently licensed food and beverage service establishment, must comply with the *BC Liquor Control and Licensing Act* and *Liquor Control and Licensing Regulation*, as well as any other legislative, regulatory, or College policy requirements.

2. Event Planning Procedures

2.1 Events Committee Approval

All proposed on-campus events must be approved by the College's Events Committee. While Event Committee approval is required for an event to proceed, additional approval is required for the sale, service, and consumption of alcohol at the event.

2.2 Facilities Review

The person responsible for the event is required to submit a Site Plan and Event Summary to the Facilities department for review at least fourteen (14) days prior to the proposed event. Submissions may be made in person or by email, or as an attachment to the [Activity Request Form](#).

The Site Plan must include, at minimum, a floor plan indicating:

- location(s) of alcohol service,
- location(s) of cash handling, if any,
- alcohol consumption area(s),
- private/staging/event staff only area(s),
- all points of access where guests and patrons will enter/exit the alcohol service area(s), and,
- the capacity of the event, which must not exceed the occupancy capacity of the area, including all event staff.

The Event Summary must include, at minimum:

- number and type of event staff (for example, student bartender, faculty checking guest ID),
- location and type of payment handling (for example, direct payment to server, ticket purchase by cash or card, advance ticket sales),
- if the event is open to the public or by prior (advance) invitation only,
- the make up of attendees (for example, students, faculty, guests, staff, or others)
- any entry fee, entertainment fee, or fee charged related to the service of liquor,
- identify any permits that will be applied for and obtained in advance of the event, and,
- the Cost Centre to which the Special Event Permit fee(s) will be charged.

On behalf of the Facilities Department, the Manager, Safety, Security and Emergency Management or designated and trained alternates, will review the Site Plan and Event Summary alongside all other available information related to the proposed sale, service, and consumption of alcohol.

Any interpretation or application of the *BC Liquor Control and Licensing Act* and *Liquor Control and Licensing Regulation* will be made by the Manager, Safety, Security and Emergency Management or designate, in consultation with Risk Management, legal counsel, and/or police of jurisdiction, as appropriate and required.

Following review, the Manager, Safety, Security and Emergency Management or designate, will provide a recommendation to the Vice-President, Administration and Finance related to the proposed sale, service, and consumption of alcohol.

2.3 Decision

The Vice-President, Administration and Finance, or designated alternate, will notify the person responsible for the event of the decision on behalf of the College. The decision will include approval, conditional approval, or rejection of the Site Plan and Event Summary, including a rationale and

changes or additional requirements, if any.

If approved and all conditions are satisfied, the office of the Vice-President, Administration and Finance will apply for the permit required under the *BC Liquor Control and Licensing Act* and *Liquor Control and Licensing Regulation*, related to the proposed sale, service, and consumption of alcohol. The permit will be provided to the person responsible for the event and must be displayed as required by the permit conditions. A copy will be provided directly to the Facilities Department, for information only.

All other permits must be applied for and obtained by the Person Responsible for the event and must be submitted to the Facilities Department at least seven (7) business days prior to the event.

If all required permits are not received, the event and/or portion of the event affected by the permit(s) may not proceed.

2.4 Costs

All costs associated with the sale, service, and consumption of alcohol at an on-campus event are the responsibility of the department or person responsible for the event, unless otherwise agreed by the Vice-President, Administration and Finance.

2.5 Permits

For the purpose of this procedure, all permits obtained must name Langara College as the permit holder, and the person responsible for the event as the main contact.

The permit required under the *BC Liquor Control and Licensing Act* and *Liquor Control and Licensing Regulation* must be obtained by the office of the Vice-President, Administration and Finance.

Permit(s) obtained through other means, including but not limited to personal applications, will not be accepted.

3. Event Operations Procedures

3.1 Responsibility

The person responsible for the event is required to ensure all legislative, regulatory, and College-directed conditions, must be met, and maintained throughout the duration of the on-campus event.

3.2 Inspection

The Facilities Department, including Campus Security, may conduct unannounced inspections of on-campus events to ensure requirements related to the sale, service, and consumption of

alcohol are being followed.

Inspections may also be conducted in response to a complaint from a member of the College community or to support a local government, first nation, police, or any other agency.

If the on-campus event is found to be operating without adhering to the requirements related to the sale, service, and consumption of alcohol, direction may be given to immediately correct the issue.

Where possible, a reasonable opportunity will be provided to correct any issue, however, if a serious safety concern is present, or a safety concern is unable to be resolved, the sale, service, and consumption of alcohol may be required to stop for the duration of the on-campus event.