

# BISHOP'S UNIVERSITY

## ALCOHOL POLICY

Passed unanimously at the Committee on Alcohol Concerns November, 2000

Passed unanimously at CLU December 4, 2000

Passed unanimously at the Executive Committee January 19, 2001

Amended April 2003, March 2004, February 2005, October 2008

Passed at CLU October 17, 2008

Passed at Executive Committee November 21, 2008

Amended and passed at CLU March 19, 2010

Passed at Executive Committee April 23, 2010

Amended April 2013

Amended April 27<sup>th</sup> 2015

### ***Preamble:***

1. The use of alcohol is a widely accepted accompaniment to recreation and socializing in the society in which the University operates—pubs and socials have been a common component of campus life for many years. However, alcohol-related incidents remain a significant threat to the community. Excessive drinking has contributed to deaths and injuries through driving accidents, falls, drownings, assaults and alcohol poisoning. In addition, other serious issues are often related to alcohol use: negative academic performance, unwanted or unsafe sex, harassment, sexual assault, date rape, violence, vandalism, etc. It is therefore incumbent on the University to regulate the use of alcohol on campus to mitigate its potential negative impacts, and enhance the safety of everyone.
2. Bishop's University recognizes that the vast majority of its students is of legal drinking age (18 years), and further recognizes all its students and staff as adults. Each member of the Bishop's Community is therefore expected to make legal and responsible decisions regarding whether and how they will use, or abstain from using, alcohol.
3. This policy supports the practice of providing alcohol on campus through carefully regulated, attractive, well-managed, legally licensed facilities or temporarily licensed events.
4. It is intended that in providing well-managed facilities on campus, governed by this policy, Bishop's will strive to provide a safe environment for the consumption of alcohol. For example, Campus Security or Student Safety personnel will be present when alcohol is served to students, unless the DSA and/or the Manager of Security have specifically allowed otherwise (see section 5.5b below). As well, Health Services, SRC and Residence Life will partner to provide educational programs, to encourage responsible choices regarding alcohol use.
5. This policy has been developed by the Alcohol Concerns Committee, a sub-committee of the Committee on Life in the University. It recognizes the importance of maintaining an environment conducive to both academic success and quality extra-curricular activities. The Alcohol Policy at Bishop's is a community policy which applies equally to faculty, staff, students, alumni and guests.

## **SECTION 1 GENERAL PRINCIPLES AND PROVISIONS**

1.1 The University shall manage alcohol use on campus in a way

- a) that is lawful and consistent with the terms of its licence(s);
- b) that respects and defers to the pre-eminence of the academic mission of the university;
- c) that respects the right of students of the age of majority to consume alcohol on campus in a responsible manner;
- d) that respects the right of students to participate fully in campus life without having to drink alcohol to 'fit in' (See 7.4 e) below);
- e) that promotes safe drinking practices, and enhances each drinker's personal safety;
- f) that promotes responsible attitudes and choices regarding alcohol use among members of the University community;
- g) that protects the University from liability with respect to alcohol-related incidents.

1.2 The services of the Counseling Centre and of Health Services shall be made available to students who are experiencing problems related to alcohol use. Resident Assistants bar personnel and Student Safety personnel must be made aware of these services as part of their training.

1.3 The University shall offer an employee assistance programme (EAP) to faculty and staff who are experiencing alcohol related problems. The EAP will be advertised to employees on an annual basis. It is the responsibility of the immediate supervisor to inform his/her employees of this service.

## **SECTION 2 THE COMMITTEE ON ALCOHOL CONCERNS**

2.1. The Committee on Alcohol Concerns is composed of the

1. SRC President
2. SRC V.P. Student Affairs
3. SRC Director of Finance and Operations
4. A SRC Student Manager of the Gait
5. A SRC General Manager
6. Director of Residence and Conference Services
7. Manager of Security,
8. A Residence Life Coordinator,
9. Manager of Health Services, and
10. Dean of Student Affairs (DSA), who acts as chair and official spokesperson of the Committee.

2.2. It is the responsibility of the Committee on Alcohol Concerns to:

- a. review the Alcohol Policy at least once a year, normally in April, and to make recommendations to the Committee on Life in the University regarding the Alcohol Policy or alcohol use or misuse on campus at any time;
- b. adjudicate all questions of policy pertaining to the application of this policy whenever such matters cannot be resolved by the Dean of Student Affairs

- and the Student Representative Council (SRC), or the Vice-Principal Finance and Administration;
- c. ensure that regulations and policies regarding the serving and consumption of alcohol on campus are realistic, clearly written and widely circulated on campus.
  - d. It is the responsibility of each member of the Committee to be thoroughly familiar with all parts of the Alcohol Policy, and to rigorously enforce its provisions within their own area of responsibility in the University.

### **SECTION 3 THE LEGALITIES OF CONSUMPTION OF ALCOHOL AT BISHOP'S**

- 3.1 All service and consumption of alcohol on the campus must conform to the current provisions of "La Loi sur les infractions en matière de boissons alcooliques" and "La Loi sur les permis d'alcool". Copies of these laws are available for consultation at Residence and Conference Services.
- 3.2 The VP Finance and Administration of the University is the designated person responsible for alcohol permits and alcohol use on campus and the designated representative of the University to the *Régie des alcools, des courses et des jeux du Québec* for all matters concerning alcohol use at Bishop's University. In the absence of the VP Finance and Administration, the Director of Residence and Conference Services is authorized to represent the University in its dealings with the *Régie*.
- 3.3 To sell or serve alcoholic beverages anywhere on campus, the venue or the event must be licensed by the Régie des alcools, des courses et des jeux du Québec. The University holds permanent licences from the Régie for Centennial Theatre, the Cleghorn Room, the University Golf Club, and the Gait. (Note that the University will not under any circumstances allow these licences to be rescinded temporarily to accommodate private parties.) Sodexo holds a permanent licence for Dewhurst Dining Hall, including the Adams Room and the patio. Events held in these venues normally do not need a special Permis de Réunion from the Régie. However all events hosted outside these licensed areas will need such a permit. Athletics and Recreation acquires temporary Permis de Réunion for all athletic events where alcohol is served and/or sold. The SRC will make similar arrangements for all events they host outside of licensed areas, where alcohol will be served and/or sold. The SRC must hold a valid grocer's permit for the retail sale of beer at Doolittle's.
- 3.4 It is noted that the Gait's license does not allow minors on their premises at any time. An exception to this rule is allowed when the bar is closed, when no alcohol is being served, or when The Gait is rented out for a private reception that is not advertised to the public (e.g., a wedding reception or an alumni reception), for which an appropriate Private Reception notice must be posted by the bar staff at the entrance during the event.
- 3.5 It is against the law to consume alcohol in buildings or outdoors on campus except in designated "licensed" areas, at a licensed event, in a private residence room, or in a residence common room. All persons or groups wishing to *sell* alcohol on

campus in an unlicensed place must apply for a *Permis de Réunion* through Residence and Conference Services. All persons or groups wishing to serve alcohol on campus in an unlicensed place other than a private dwelling must apply for a *Permis de Réunion* through Residence and Conference Services and they must get permission from a university administrator. All requests by any individual or group on campus for a *Permis de Réunion* should be made through Residence and Conference Services (See section IV below). The appropriate *Permis de Réunion* must be received from the *Régie des alcools, des courses et des jeux du Québec* before the event may take place.

- 3.6 All alcohol to be consumed at events which require a special *Permis de Réunion* must be purchased directly from a grocer permit holder. The Gait, Centennial Theatre, the Cleghorn Room and the Golf Course are forbidden by law to sell or distribute alcohol for purposes other than provided for in their licences, i.e., other than for consumption on their premises.
- 3.7 The University will not allow the acquisition of a grocer's permit for the sale of beer and wine on its property except by special waiver from the University Executive Committee such as the agreement with the SRC at Doolittle's.
- 3.8 The transport of alcoholic beverages across campus is legal under the laws of the province of Quebec only if all containers remain sealed as originally purchased and covered until they may be legally consumed in a private residence room or at a licensed event in accordance with this Alcohol Policy.
- 3.9 Transporting or consuming in public/non-licensed areas, alcohol which has been poured from its original container into receptacles (eg. mugs, carafes) is also a violation of provincial law. On-campus housing, residence rooms, and residence common rooms are considered private dwellings and are thus exempt from this provision. Note, however, that the consumption of alcohol in residence is subject to the specific rules of residence contained in the Residence Community Living Standards (see section 6 below).

### 3.10 Off-Campus Events

- a. Neither the University nor the Students' Representative Council shall obtain a *Permis de Réunion* or equivalent licence to operate an off-campus alcohol event, and no person shall use the name of Bishop's University or any of its departments, or the name of the Bishop's University Students' Representative Council (SRC) or any of its sanctioned clubs or associations, in an application for a licence to operate an off-campus alcohol event.
- b. Groups or individuals who wish to host or otherwise organize dances, banquets, parties and other events at which alcohol will be served are encouraged to consider one of the on-campus permanently-licensed venues available for these functions.
- c. Students who wish to organize an event off campus should first discuss liability issues with the Dean of Student Affairs, who can help organizers by providing clarification of legal risks, vulnerabilities and legal procedures.

## SECTION 4 REQUIRED INTERNAL PROCEDURES FOR EVENTS THAT INCLUDE THE SERVING OF ALCOHOL

### Student Events

- 4.1 Every occasional alcohol event on campus must have a designated organizer who shall complete all required sections of the Notice of Reception form (see Appendix A) and personally sign the form. A précis of the Alcohol Policy will be made available to the organizer who will be held personally responsible for compliance with all Bishop's regulations, norms and policies, including the Alcohol Policy, and for obtaining a *Permis de Réunion* if such is required (see 4.6 below). In addition, should the event take place at a non-permanently licensed venue, and/or without trained bartenders or marshals present, event organizers or their delegate(s) are required to abstain from drinking and remain in attendance throughout their event, in order to ensure the safety of all participants, and the propriety and conformity of the event to this alcohol policy. For all events held in the Gait during the regular academic year, the Student Manager of the Gait assumes these compliance and supervisory responsibilities (see 4.4 below).
- 4.2 Organizers of special (non-routine) *student* events at which alcohol will be served must contact Residence and Conference Services and the appropriate manager of the venue, who will give the initial approval, provided the event respects University guidelines, and will provide organizers with a précis of the Alcohol Policy and the Notice of Reception form.
- 4.3 The organizers must then consult with appropriate members of the SRC (e.g., VP Social, Student Manager of the Gait), and the manager of the proposed venue, and obtain the necessary signatures on the Notice of Reception prior to the event being advertised. Requests for approval should be initiated at least 10 days in advance if the event is to be held in a permanently licensed facility, and 4 weeks in advance if the event is to be held elsewhere than in a permanently licensed facility, in order to allow time for legal licensing arrangements.
- 4.4 If the event is to be held at the Gait, the Student Manager of the Gait shall conclude all necessary arrangements with the event organizers and shall take responsibility to inform Campus Security of the time, date and nature of the event at least 5 days in advance of the event to allow time for Security to arrange for Student Safety Services for the event; and shall be responsible to ensure that the event conforms to all legal requirements and to this Alcohol Policy.
- 4.5 If the event is to be held at a permanently licensed facility other than the Gait, the event organizers must themselves make all arrangements and obtain the required signatures on the Notice of Reception form. These include that of the venue manager to accept the event and reserve the space, and Campus Security, who must be informed of the time, date and nature of the event at least 5 days in advance of the event in order to arrange for Student Safety Services for the event. The event organizer must send a copy of the completed Notice of

Reception form to the manager of the relevant venue at least 5 days before the event to demonstrate that the event has received all necessary approvals, in order to confirm the space reservation.

- 4.6 If the event is to be held elsewhere than one of the permanently licensed facilities on campus, the event organizer must apply through Residence and Conference Services, at least 4 weeks in advance of the event, for a *Permis de Réunion* from the Québec Régie des alcools, des courses et des jeux (see sections 3.3 and 3.5 above). Further, the event organizer must, at least 5 days before the event, send copies of the *completed* Notice of Reception form to 1) Residence and Conference Services, in order to confirm that the event has received all necessary approvals, *and* 2) to the venue manager to confirm the space reservation.

#### Non-student events

- 4.7 For non-student-organized events at which alcohol will be served, except for events to be held at the Gait during the regular academic year, the event organizer must obtain and complete a Notice of Reception through Residence and Conference Services. Residence and Conference Services will supply the event organizer with a *précis* of the Alcohol Policy, and assist them to apply for a *Permis de Réunion* if required; the event organizer is then responsible for the implementation of the Alcohol Policy during the event and for ensuring that the event conforms to legal requirements.

#### 4.8 Residence and Conference Services

- a. All requests by any individual or group on campus for a *Permis de Réunion* must be made through Residence and Conference Services.
- b. All requests by non-student groups to organize an alcohol event elsewhere than at the Gait, must be made through Residence and Conference Services, as in 4.5 above.
- c. Residence and Conference Services is the venue manager for the Cleghorn room year-round and for the Gait during the summer conference season. Any group wishing to use the Cleghorn Room at any time, or the Gait during the summer, for a special alcohol event, must apply to Residence and Conference Services for permission to use the space for this purpose.
- d. Residence and Conference Services is authorized to hold alcohol events for its clients at any of the permanently licensed facilities on campus, subject to permission from the manager of the venue, and assuming all related costs. The Director of Residence and Conference Services is responsible for the implementation of this Alcohol Policy with respect to all clients from outside the University who are using University facilities.

## **SECTION 5 SECURITY AT EVENTS WHERE ALCOHOL IS SERVED**

- 5.1 It is recognized that Bishop's Campus Security has specific responsibilities for training Student Safety personnel along with Student Safety Services, SRC and other Bar Staff, and Residence Staff. For events which, exceptionally, are

authorized to operate without trained bartenders or student marshals, the event organizers or their delegate(s) are responsible for security at their event, and are required to abstain from drinking and remain in attendance throughout the event, in order to ensure the safety of all participants, and the propriety and conformity of the event to this alcohol policy.

## 5.2 Certification of security personnel

- a) All Student Managers of the Gait, Resident Assistants, Student Safety personnel and Campus Security Officers are required to acquire and maintain both CPR and first aid certification. Proof of certification is required. (See Manager of Security for information about certification training.)
- b) All Bishop's alcohol venue managers, including the Student Manager of the Gait, and all servers of alcohol on Bishop's campus are required to have a valid certificate of a Server Intervention Program. These programs are provided on campus through Health Services.

## 5.3 Safe Haven

- a) Safe Haven consists of a quiet, safe, confidential space staffed by Student Safety personnel during all major alcohol events involving students. The International Centre on campus is usually reserved for this purpose. This space shall be made available to all persons in need of careful observation or protection.
- b) In the event that someone is found to be heavily intoxicated at an alcohol event on campus, they shall be escorted to Safe Haven for observation. If this is not possible, Campus Security and either Student Patrol or the on-duty Resident Assistant must be alerted, and they may call an ambulance if deemed necessary.
- c) If there is any reason to believe that there may be a medical problem with a particular individual, Security is to be immediately contacted at extension 711.

5.4 Campus Security (See Appendix B)

5.5 Student Safety Services (See Appendix C)

5.6 Bar Staff (See Appendix D)

## **SECTION 6 ALCOHOL IN RESIDENCE**

- 6.1 The Residence Community Living Standards (RCLS) outline all rules of residence including rules regarding the consumption of alcohol. All students must initial every page of the RCLS when they move into residence. These initials indicate that they have read and understood these standards of behavior.
- 6.2 All Resident Assistants shall model responsible behavior with respect to alcohol, and completely abstain from alcohol consumption when on duty.
- 6.3 Students in residence at Bishop's University may have alcohol in their residence rooms provided that they are of legal drinking age in the Province of Quebec.

Students that are not of legal age are required to refrain from drinking or possessing alcohol in residence until they reach 18.

- 6.4 Alcohol consumption, or loitering with open alcohol, is prohibited in residence lobbies, foyers, stairwells, hallways, laundry rooms, and washrooms. Alcohol may be consumed in residence only in private rooms or in common recreation areas such as games rooms or TV lounges.
- 6.5 Alcohol consumed outside of a student's room must be in personalized plastic containers or cans. Students who wish to transport open alcohol within the residence may do so only in a covered personalized plastic container. Cases of beer, or boxes or bottles of wine or liquor that hold more than what would be considered one drink are not considered personalized containers and therefore are not permitted for consumption in common areas. Unopened alcohol must be transported on campus and within residence in its original packaging or in some type of bag (e.g. knapsack).
- 6.6 Possession or consumption of "common source" alcohol is not permitted in residence (e.g. kegs, barrels, electric jello and other large containers of alcohol, etc). Participating in, or organizing "drinking games" (e.g. Century Club, funneling, 40 Hands, Power Hour, etc) are also prohibited in residence. Note that funnels are not permitted in residence and will be confiscated by security and/or residence staff.
- 6.7 In the interests of safety, security and good sanitation, and in view of the limited space available, residents are required to remove or dispose of empty alcohol bottles and cans in a timely manner. Students who allow empties to accumulate may be requested to remove them from their rooms or suites by security or residence staff, and must comply within 36 hours.
- 6.8 Residents are expected to use alcohol with common sense, showing respect and concern for the safety of oneself and others at all times. Students whose behaviour in residence does not reflect a responsible approach to the consumption of alcohol may expect to be approached by a member of the Residence Life Team.
- 6.9 No alcohol will be sold within residence except for parties/events in residence common rooms that have been specifically authorized by the Director of Residence and Conference Services, and for which organizers have obtained the required *Permis de Réunion* from the *Régie des alcools, des courses et des jeux du Québec*.
- 6.10 No beer, wine or alcohol brewing kits are allowed in residence.

## **SECTION 7                    ADVERTISING, PRICING, AND DISTRIBUTION ISSUES**

- 7.1 This section seeks to reconcile the legitimate business concerns of student bar services with respect for the higher educational and community leadership mission of the university and the need for safety and security for all.

7.2 No alcoholic beverage advertising or promotion may:

- i. promote sexism or discrimination
- ii. encourage alcohol abuse
- iii. link drinking to popularity and social success
- iv. imply that drinking improves health, intellectual or physical performance etc

7.3 Advertising on campus *outside* the Gait (or any licensed event or venue)

- a All advertising for permanently or temporarily licensed *student* alcohol events, including flyers, signs and posters must conform to the SRC poster policy, to this Alcohol Policy, and to the appropriate laws of the province of Quebec.
- b No permanent brand-name advertising in conjunction or collaboration with a brewery, winery or distillery is permitted.
- c Permanent signage outside the Gait may indicate that it is a licensed premises serving alcohol, but must be tasteful and is subject to the approval of the Alcohol Concerns Committee.
- d Advertising for all alcohol events on campus, including those to be held at the Gait, or any temporary signage outside the Gait must comply with the Alcohol Policy. Such advertising may include:
  - 1) The use of words like "wine and cheese", "international beer tasting", "champagne brunch" or expressions of similar import.
  - 2) the portrayal of glasses, barrels, taps, bottles, mugs and product advertising such as beer and wine.
  - 3) promotion of special events on Gait nights or at other events such as fashion shows, food specials, "beach parties", etc.
  - 4) brand-name advertising sponsoring alcohol awareness and educational efforts, and reference to brand-name specials without reference to prices. All brand-name advertising outside the Gait requires permission of the DSA

7.4 Advertising and promotions *inside* the premises where alcohol is being served

- a. Regular prices and regular (e.g. weekly) special prices for all drinks must be clearly displayed at all times inside the bar or venue where alcohol is served. Minimum regular and special prices are subject to the approval of the Alcohol Concerns Committee (see section 2.3 above). Special prices may not be discounted to less than full cost plus a 50% markup.
- b. Alcohol-industry promotional give-aways (T-shirts, hats, jackets, key-chains, etc.) are permitted within licensed areas if they are available to all patrons equally, whether or not they are drinking alcohol or a specific brand-name product.
- c. "Drink and Win" promotions that require the purchase of a drink to attain eligibility for a draw to win prizes are prohibited unless they include non-alcoholic beverage drinkers, and they do not associate the notion of drinking alcohol with the notion of winning.

- d. Inducements to heavy drinking and promotions such as, but not limited to, all-you-can-drink admission tickets, free alcoholic drinks for a targeted group of invitees, 'boat-races', 'bungee drinking', 'funneling', and 'beat-the-clock' drinking games are strictly prohibited.
- e. In order to foster responsible decision making with regard to alcohol consumption, alternative beverages (in addition to water) such as soft drinks, de-alcoholized beer, mocktails, or juices, must be provided and advertised at an attractive price at all events or venues where alcohol is served. The non-alcoholic alternatives must be accessible, reasonably central and visible. Non-alcoholic beverages shall be provided free of charge to designated drivers. Organizers of events and managers of licensed venues should attempt to sell food in addition to beverages.
- f. Alcoholic beverages shall not be provided free of charge at any student-organized event serving to students on campus without permission of the Dean of Student Affairs or the Manager of Security. Similarly, the provision of alcoholic beverages free of charge at any non-student-organized event requires documentation from Residence and Conference Services.
- g. Promotions, including brand-name sponsorships, of an Alcohol Awareness Week, a Designated Driver Programme, and other responsible drinking campaigns are both accepted and encouraged.

#### 7.5 Advertising Off-Campus Events

- a. The University reserves the right to remove any form of advertising for off-campus events which do not conform to the general principles of the Bishop's University Alcohol Policy. Any such offending advertising shall be brought to the attention of the SRC V.P. Student Affairs and the Dean of Student Affairs.
- b. The University does not allow on the campus any form of alcohol advertising (eg. flyers, discount coupons) by off-campus bars and restaurants, other than advertisements solicited for student publications (eg. The Student Handbook, The Student Directory, The Campus). Any advertisement that appears in student publications must conform to provincial alcohol regulations and to the Bishop's University Alcohol Policy.
- c. Student groups may refer to local establishments when advertising specific events off-campus. However, student groups must respect the SRC and University regulations, including this Alcohol Policy, regarding postering and the distribution of flyers on campus. Such advertising may include the name of the sponsoring group (e.g., BU Ski Team), but may not use any official logos of the University.

#### 7.6 Days and hours of operation for the Gait and other alcohol events

- a. The Gait may be permitted to operate as a student bar any day or evening of the week throughout the academic year, subject to the approval of the DSA, in

consultation with the Committee on Alcohol Concerns.

- b. A schedule of regular 'bar nights' for the Gait for the academic year shall be determined in May. The SRC DFO shall be responsible for confirming this schedule once it is determined, to both the Dean of Student Affairs and the Manager of Security. In case the schedule of regular 'bar nights' changes, the Alcohol Concerns Committee needs to be consulted.
- c. Student-initiated occasional alcohol events and receptions to be held in the Gait at other times than regular 'bar nights' (e.g., Sunday afternoons, week day evenings) will be considered for approval by the DSA and the Manager of Security on a "case by case" basis in consultation with the SRC V.P. Student Affairs.
- d. Gait operating hours will be limited to 12:00 a.m. on all nights preceding regularly scheduled classes, and 3:00 a.m. on other nights.
- e. The last official Gait night will be held on a Saturday minimum one calendar week prior to the official examination period and the Gait will be closed throughout the examination period each semester. The Gait will be open for the final "Happy Hour" on the last day of classes, however it will not remain open past 11:00 pm.
- f. Student alcohol events may not take place anywhere on campus within one calendar week prior to the start of, or during the official examination period, except by special written permission from the DSA

#### 7.7 Protocol at closing time at the Gait or any alcohol event:

- a. "LAST CALL" for alcohol will take place no later than 15 minutes before closing time. "LAST CALL" for pitchers of beer is 30 minutes before closing time.
- b. At closing time (no later than 12:00 a.m. Sunday to Thursday; 3:00 a.m. on Friday and Saturday),
  - i. the lights are to be fully illuminated,
  - ii. the music is to be stopped,
  - iii. the alcohol is to be removed from the tables, and
  - iv. patrons are encouraged to vacate the premises.
- c. No patron is allowed on the premises 30 minutes after closing time.

#### 7.8 "Tailgating" on University property (See Appendix E)

## **SECTION 8 DISCIPLINE**

8.1 In order to protect the security of all members of the Bishop's community, the reputation of the University and its status as a liquor permit holder, and to reduce the University's vulnerability to lawsuits, students of Bishop's University found in violation of the "Bishop's Alcohol Policy" are subject to disciplinary measures. All issues of procedural fairness arising from such violations shall conform to the principles described in the "Charter of Student Rights and Responsibilities", and the

"Code of Student Conduct" and will be adjudicated accordingly by the Dean of Student Affairs or the Committee on Student Conduct. Note that students must be prepared to and must present their student identification card immediately upon request of any person in authority at any alcohol event.

8.2 The following principles and consequences guide disciplinary procedures for improper conduct related to drinking:

- a. Intoxication from consuming alcohol or other substances is not a defense against any charge of misconduct.
- b. Violent behavior or physical aggression toward any other person, including Campus Security Officers, Student Safety personnel, or Bar Staff, will result in automatic eviction from the Gait/venue/event. Further sanctions may include a ban from any events where alcohol is served on campus and fines of up to \$500. In addition, criminal charges may be laid.
- c. Unauthorized alcoholic beverages will be confiscated.
- d. The cost of property damage will be assessed in addition to whatever fines are levied by the Dean of Student Affairs.
- e. Referral to an alcohol awareness program and/or a referral to a helping professional may be recommended.
- f. Serious or repeated misconduct related to alcohol abuse may result in suspension or expulsion from the University.
- g. Students with guests are responsible for the actions of their guests. If a guest's conduct is unacceptable, the "hosting" student is subject to disciplinary actions. Sanctions may include: suspension of privileges to attend licensed functions, payment of damages and fines, etc.
- h. Possession or use of drinking paraphernalia (eg. funnels or hoses) to consume alcohol while on campus is prohibited and will result in the confiscation of such equipment and possible disciplinary sanctions.
- i. A fine of up to \$200 may be imposed for breaking glass or bottles.
- j. Faculty and staff employees of the University, including in particular the managers of licensed venues on campus, who are found in violation of the Bishop's University Alcohol Policy, will be subject to those disciplinary proceedings which are in force at the time of the infraction as provided for in either the Collective Agreement or Human Resources Policy.
- k. Student Safety personnel, SRC elected officials and SRC employees, including Student Managers of the Gait and bar staff, are held to an exemplary standard of behavior with respect to this policy, and may expect severe sanctions for any violations or misconduct on their part.

## Bishop's University Alcohol Policy Appendix "A"

I have read and understood the principles of the Alcohol Policy and I agree to uphold them in the presentation of this event.

	NAME (PRINT)	DATE	SIGNATURE
O R G A N I Z E R	Organizer of the event/reception _____		Email: _____
	Phone: _____	Cell: _____	Title/Position _____
	Department/Service _____		
	Type of Event _____	Number of guests _____	Place _____
	Room Number _____	Time: From _____ to _____	Date _____
<input type="checkbox"/> Cash Bar <input type="checkbox"/> Open Bar		Requirements _____	
SRC EXECUTIVE ASSISTANT & GENERAL MANAGER or DIRECTOR OF CONFERENCES		DATE _____	_____

V E N U E  M A N A G E R	I, _____ authorize the organizer of the reception		
	PRINT		
	or event to use the above mentioned room.		
_____		_____	_____
AUTHORIZED SIGNATURE		TITLE/POSITION	DATE

S E C U R I T Y	I, _____ certify that _____ marshal(s) has/have been secured for the		
	PRINT #		
	above mentioned reception/event.		
_____		_____	_____
AUTHORIZED SIGNATURE		TITLE/POSITION	DATE

C O N F E R E N C E S	I, _____ certify that the above reception/event has received or will receive the		
	PRINT		
	appropriate <b>Permis de Réunion</b> unless the event is to be held in a permanently licensed place.		
_____		_____	
DIRECTOR OF CONFERENCE SERVICES		DATE	
<b>*both Conference Services and Security must receive a copy of the "Permis de Réunion"</b> <b>Complete this section only for non-licensed venues</b>			

**NOTE: This completed form must be returned to the VENUE Manager (box 2 above) at least five days prior to the event in a licensed facility before the venue is officially confirmed.**

## **Bishop's University Alcohol Policy Appendix "B"**

### **Campus Security Officers must:**

- a) uphold the laws of the land and University rules, regulations and policies, particularly as they pertain to alcohol-related issues;
- b) confiscate any alcoholic beverages being illegally consumed in public, non-licensed areas;
- c) issue fines for non-compliance with the open container regulation or any part of the alcohol policy;
- d) consult with both the Student Safety Services and event organizers prior to events where alcohol will be served;
- e) take the initiative to enforce provisions and regulations which Security judges are not being, or can no longer be, enforced by others. In extreme and rare situations, this may mean calling the police and/or closing the event.

## Bishop's University Alcohol Policy Appendix "C"

### Student Safety Services

- a) Student Safety is an agency of the Bishop's University Security Department, consisting of part-time student employees who are carefully trained in their role. Their mandate is to enhance the security and safety of the community at all events where alcohol is served or sold.
- b) Events on campus at which alcoholic beverages are being served to students must have Student Safety Services personnel (Student Marshals) present. This will be at the expense of the group organizing the event. The number of Student Safety personnel required in each case is determined by the Manager of Security. *Exception:* Organizers of 'quiet' events where alcohol is served (e.g. a speaker, academic reception, etc.) may petition the DSA or the Manager of Security for an event to function without the use of the Student Safety Service. In such cases the event organizer(s) assume special security responsibilities during the event (see 5.1 above).
- c) Members of Student Safety Services are not permitted to consume any alcohol or illegal drugs prior to or during their shift.
- d) When acting as event staff (Student Marshals), Student Safety Services personnel shall:
  - 1. ensure that people under the age of 18 years are not admitted to events at which alcohol is served. Guests may be required to be signed in by a member of the campus community. Certain special and athletic events allow people under 18 to be present but not served alcohol.
  - 2. ensure that obviously heavily intoxicated persons are neither admitted nor served alcoholic beverages. Quebec law applies.
  - 3. control admission to the event in a manner which is consistent with the wishes of the sponsoring organization, the University Alcohol Policy, and the capacity permissible for that particular room/hall.
  - 4. ensure that unauthorized alcohol is not carried into or consumed during any event.
  - 5. prevent alcohol sold at the event from being removed from the licensed area.
  - 6. in the event of a medical emergency, initiate first aid and contact Campus Security.
  - 7. know where fire and safety equipment is located and be aware of all fire and evacuation procedures at the location of the event, and initiate their use when appropriate.
  - 8. eject any person who becomes violent, threatens violence, causes damage, violates regulations, becomes excessively intoxicated or is otherwise deemed to be unable to continue participating in a peaceable manner, and then inform Campus Security, Student Patrol, Residence Assistants, or whomever may be appropriate.
  - 9. assist in closing down the event if in the opinion of Gait Management, Campus Security or the Sherbrooke Regional Police, it is necessary.
  - 10. The Manager of Student Safety (or their representative) is required to attend all meetings of the Bar Subcommittee of the Committee on Alcohol Concerns, which meetings are convened by the DSA, to ensure adequate communication

between parties.

- e) When functioning as Student Patrol, Student Safety Services personnel play a non-coercive peer protection and intervention role both on the Bishop's campus and in the borough of Lennoxville, enhancing student safety both on and off campus, and fostering the peaceable enjoyment of the campus and its immediate environs.
- f) The job of Student Patrol is to:
  - i. provide a safe and swift response to alcohol-related incidents that threaten the health or safety of groups or individuals associated with the Bishop's Community;
  - ii. operate the Safe Haven space (in shifts) in order to provide a confidential, carefully supervised, safe space for persons who are at risk, whether from over-intoxication or from personal harassment, during all times when the student Bar is open and during special events where there is a perceived need;
  - iii. patrol both on campus and off campus on a regular basis or whenever it is judged necessary or on request of the Town and Gown committee, Campus Security, or the DSA;
  - iv. provide assistance to students in need of same;

## **Bishop's University Alcohol Policy Appendix "D"**

### **Bar Staff**

a) Residence Assistants, Student Safety members and all students working on campus must abstain from consuming any alcohol or illegal drugs prior to or during their shift.

b) It is the duty of bar staff at venues where alcohol is served to enforce provincial alcohol laws and regulations and this alcohol policy, and to collaborate closely with Campus Security and Student Safety by:

1. ensuring that obviously intoxicated persons are not served alcoholic beverages Quebec law applies.
2. immediately notifying Student Safety if unauthorized alcohol is carried in or consumed during the event.
3. immediately notifying Student Safety if alcohol sold at the event is being removed from the licensed area.
4. immediately contacting Campus Security or Student Safety in the event of a medical emergency.
5. knowing where fire and safety equipment is located and be aware of all fire and evacuation procedures at the location of the event.
6. assisting in evacuation of the venue in the event of a fire alarm, by ensuring that music is turned off and house lights are turned on.
7. notifying Student Safety to eject any person who becomes violent, threatens violence, causes damage, violates regulations, becomes excessively intoxicated or is otherwise deemed to be unable to continue participating in a peaceable manner.
8. assisting in closing the event if in the opinion of Gait Management, Campus Security or the Sherbrooke Regional Police, it is necessary.
9. maintaining good communication with Student Safety Services through regular meetings between bar staff and campus safety personnel.

c) It is the duty of the Student Manager of the Gait to ensure that Campus Security and Student Safety Services are informed at least three (3) days in advance of any special alcohol event to be held in the Gait or a larger than normal turnout is expected at the Gait

d) It is the duty of all managers of licensed venues on campus, including the Student Manager of the Gait, to ensure that all of their servers can demonstrate a valid Server Intervention Program certificate.

## **Bishop's University Alcohol Policy Appendix "E"**

### **Bishop's University Tailgating Policy (August 29, 2013)**

The University's Department of Athletics and Recreation along with students, alumni, campus security and administration have adopted a new tailgating policy that will be implemented immediately.

Gaiter football fans are encouraged to bring their own beverages, food and friends to the tailgate. The goal is to provide a fun environment while maintaining the safety for all fans. Individuals participating in tailgating activities at Bishop's University are expected to conduct themselves in a manner respectful of others, including the following of directives of event management staff, marshals and security. University rules and policies are in effect. Those in violation will be subject to applicable penalties. Students should be aware that they must abide by the Student Code of Conduct. Anyone acting in a disruptive, disrespectful or disorderly manner may be asked to leave the premises or be subject to further discipline.

#### **Football Tailgating Rules:**

- All tailgating activities must be contained within parking lot P1
- All vehicles entering the lot will be charged \$5.00
- Tailgating is permitted to begin 3 hours before the start of the game
- Barbecues and music are only permitted prior to the game and must be turned off 15 minutes before kickoff
- Tailgating is not permitted during the second half of the football game, nor after the game
- When the second half of the game begins everyone must vacate the parking lot
- No glass containers, kegs or large volume containers
- No oversized trucks, RV's or cube vans
- One space per vehicle
- No promotional vehicles unless previously approved by the Department of Athletics and Recreation
- "We were very lucky to have the support of the student union, department of athletics and university community as a whole," added Bailey. "We think this policy will allow everyone who comes to a Bishop's Gaiters football game to enjoy their experience."