

## **Victoria University in the University of Toronto**

### **Procedures for service of alcohol to students on campus July 10, 2014**

In 2014 the Board of Regents of Victoria University adopted a new alcohol policy. It was decided the policy should have a companion document that outlines the procedures for service of alcohol to students on campus. The procedures document is the result of consultation of a committee with representation from the Office of the Dean of Students, Events Victoria, Food Services, Principal's Office, Registrar's Office, the Cat's Eye, VUSAC, residence and commuter students.

#### **Alcohol Policy Preamble:**

Alcohol issues on campus are a shared responsibility. Victoria University, as an institution, takes the position that all faculty, students, staff and visitors to the campus have an obligation to make legal and responsible decisions concerning the use of alcohol. The University will intervene when alcohol is used illegally or when its abuse leads to conduct that endangers the individual or individuals involved, or that results in damage to the property and assets of the University or disrupts its activities or interferes with the rights of other persons.

#### **Authority**

It is the responsibility of the Office of the Dean of Students, Events Victoria, and Food Services to jointly ensure that the Victoria University Alcohol Policy and Procedures are followed regarding the service of alcohol to students on campus.

When planning an event it is important to acknowledge:

- That all members of the Victoria University community are responsible for their conduct, including obeying the law and all relevant University codes of conduct.
- Victoria University employees may take appropriate disciplinary action against individuals whose conduct on campus violates the law, breaks the provisions of this policy or other university policies, causes damage to property or harm to others, disrupts order or jeopardizes Victoria's obligation to provide a safe and intellectually stimulating environment for all members of the community.

#### **Areas Licensed at Victoria**

- The Cat's Eye, Ned's Café and Terrace, The Wendy Cecil Atrium, The Wymilwood Lounge, the Goldring Terrace, The Goldring building and outside terraces and spaces, Alumni Hall, ABB Moore Foyer, Burwash Dining Hall, the Private Dining Room, and The Senior Common Room.

#### **Procedures and Guidelines**

##### **Education**

- All reasonable efforts will be made to provide alcohol education for students in common spaces on campus and in residence buildings. The goal of education will be to promote responsible consumption of alcohol and support students in making healthy choices.

##### **Advertising**

- Advertising or promotion (including online advertising and social media) for events must be approved by the Dean of Students or designate prior to its display. The display of advertising or promotion cannot precede approval of the event under any circumstance.
- Advertising or promotion for events shall make only general reference to the event being licensed and should not list prices or other related inducements, or encourage over consumption.

### **Food**

- At all events involving alcoholic beverages, Victoria University requires that a reasonable supply of non-alcoholic beverages be provided, prominently displayed and reasonably priced.
- Water must be available free of charge.
- Snacks such as chips and pretzels must be made available at the bar and may be provided by the party organizers.
- Organizers of an event should provide a continuous amount of food throughout the event dependant on the expected attendance.

### **Organizers of an event**

- Organizers of an event at which alcohol is served to students must complete a risk assessment form to the Residence Life Co-ordinator or Campus Life Co-ordinator or another staff member formally designated by the Dean of Students. A consultation meeting must take place with the member of staff to whom the risk assessment form has been submitted. Organizers of an event must then consult with a designated member of the Events Victoria team to arrange logistic requirements for their event, including servers and security.
- Organizers of an event must recognize the authority and responsibility of all Victoria University staff to enforce rules that protect the University liquor license and are expected to cooperate with staff members at all times.
- Organizers of the event must discuss a plan with staff and security prior to the event regarding how to refer difficult and/or intoxicated patrons to servers, supervisors, and security staff.
- Every event must have two responsible Victoria students that agree to maintain a blood alcohol level of zero. The Organizers of the event must be a formally recognized Victoria campus organization, department, or unit. When the group sponsoring an event is governed by more than one person each of these individuals share the responsibility equally and fully.
- If a fee is charged to attend an event, a portion must be used to pay for food and cost of the event and not only for raising funds. Admission may be charged to off-set the cost of the event but not only for purposes of profit.

### **Security**

- Security guards, if required by the risk assessment process, must be organized through Events Victoria and arranged 10 days in advance.
- Access to events involving alcohol must be controlled at all times by Victoria University approved security. Specific arrangements for safety must be approved in advance of each event by the Office of the Dean of Students and Events Victoria, considering the nature of the event, the size, location, duration and timing.
- Security, Alcohol Servers and Organizers of the event should meet prior to the event to discuss how the alcohol policy will be enforced.
- Security and Organizers shall not permit anyone appearing to be intoxicated admittance to the event and intoxicated individuals shall be requested to leave.

- Security and Organizers will ensure alcohol is not to be consumed in areas not covered by the license.
- Security and Organizers are responsible to ensure that no guests bring alcohol onto the licensed venue.
- The venue hosting the event is responsible checking the identification of patrons and for providing wristbands for all age events.
- If there are any regarding the events on campus the Organizers, Alcohol Servers, and Security are asked to contact front desk at 416 585 4524.

### **Servers and Staff**

- Servers shall complete a server training program in accordance with the Victoria University Alcohol Policy.
- It is a violation of the *Liquor License Act* to serve alcohol to the point of intoxication. Servers shall monitor guests and their alcohol consumption, and refuse to serve those who are intoxicated.
- All server staff should have appropriate clothing including nametags which easily identify them as staff.
- Alcoholic beverages cannot be sold for less than the minimum price (including taxes), outlined in the *Liquor License Act* and Regulations, for a 12 oz. beer, 5 oz. glass of wine or a drink containing 1 oz of spirits.
- Security, Servers and Organizers of the event shall ensure that practices do not encourage immoderate consumption, and that the price of an established quantity of alcohol is the same throughout the event.

### **Consequences**

- All individuals at Victoria are subject to the laws of the land and expected to respect the legal regulations regarding alcohol use and service.
- Infractions of the Victoria University Alcohol Policy, or the Victoria Procedures and guidelines document will result in consequences. Failure to uphold the above conditions and adhere to Victoria University's Alcohol Policy or the Victoria University Procedures and Guidelines document in relation to a social event may lead to sanctions determined by the Dean of Students or their designate. Penalties might include but are not limited to:
  - Termination either of that event or future events
  - Disciplinary action in the form of fines, residence probation or eviction for individual
  - Billing for damages or extra cleaning charges.
- If there is a violation of the Alcohol Policy or Procedures and Guidelines, Organizers, Staff and Security shall each make a written report to the Dean of Students and the Bursar within 24 hours of the event.

### **Off Campus Events**

- Events involving alcohol service to students must follow the Victoria procedures and guidelines for service of alcohol to students on campus, which establish the expectation for responsible events.
- Events should not be organized only for the purpose of profit generation. Cover must be used to pay for facilities and food.

