HS 11: APPENDIX 2

ALCOHOL SERVICE ON CAMPUS HOUSE POLICIES

1. Algonquin College Food & Conference Services (ACFCS) – Service of Alcohol Policy

ACFCS reserved the right to:

- Hold individuals and groups accountable for adhering to the below policy and/or provincial law. All groups hosting an alcohol event must be in full compliance of this policy;
- Refuse permission to hold an event or cancel an approved event, and empower the following to terminate or cancel an event if the conditions of this policy are violated;
- Require that every event involving the use of alcohol have a designated person responsible for the provision of this policy;
- Not approve events whose principle purpose is the consumption of alcohol;
- Limit the sale and consumption of alcohol licensed by the AGCO;
- Prohibit high-risk alcohol-related practices, including but not limited to drinking games or any other activity which encourages excessive or quick consumption of alcohol;
- Monitor Entrances and Exits
- Monitor and screen guests entering and leaving licensed premises;
- Enforce capacity of licensed premises
- Provide appropriate staff and or security to control the event;
- Restrict access to intoxicated persons
- Restrict access to disorderly persons

1. Legal Drinking Age - To ensure that only guests of legal drinking age are served alcoholic beverages, AC Food & Conference Service Staff will check valid government identification for any guest appearing to be 30 years of age or younger.

2. Designated Areas - Alcohol consumption is only permitted in clearly identified licensed areas. Signs will be posted prior to events that inform guests where alcohol is and is not permitted.

3. Training of All Staff - All serving staff of alcohol are Smart Serve Certified in the legal and safe service of alcohol. They recognize the signs of intoxication and know how to intervene to keep guests safe. Staff is prohibited from drinking alcohol during their shift.

4. Monitoring Alcohol Consumption - Staff will promote safe and responsible drinking by recognizing the signs of intoxication and in keeping with the law, not serve patrons past the point of intoxication. Guests who are already intoxicated will be denied alcohol service. AC Food & Conference Services does not encourage over consumption and will not serve more than two drinks to guests at a time and does not serve doubles and/or shooters. Alcohol consumed at the event must be purchased from the licensed venue.

5. Monitoring The Premises - Staff will check identification for proof-of-age (only Ontario Driver's License, BYID card, Canadian Armed Forces ID card, Canadian passport or Canadian Citizenship card will be accepted); we will deny access to rowdy or intoxicated persons and prevent overcrowding. Guests are not permitted behind the bar. No unauthorized alcohol is allowed on the premises. ACFCS reserves

the right to check any bags at entrances to the event facility or within the event facility Bags may be checked at entrances to event facility if necessary.

6. Food Service - A range of foods and non-alcoholic beverages will be available during all functions. ACFCS does not accept "beverage only" functions.

7. Underage Guests - Guests who are under legal age are welcome; however, they are not allowed to consume alcohol. Minors must be accompanied by responsible adults or guardian. Any guest found supplying underage guests alcohol will be removed from the event.

8. Transportation - ACFCS promotes a strict no drinking and driving policy. This policy is announced at the start of every function where the serving of alcohol takes place. Alternatives are also announced and staff will gladly assist guests who need a safe ride home with arranging this alternative transportation (with expenses the responsibility of guests). If a guest insists on driving impaired, police will be called.

9. Managing Intoxicated - If a guest is intoxicated they will be denied access to the event. Where there are incidences involving intoxication during the event, the manager on duty will be notified immediately. If required, an incident report will be filled out and/or security called to assist with the intoxicated individual. The event organizer will also be notified of the incident.

10. Informing our Guests of the Policy - A summary of this policy is posted within any space that alcohol service takes place during the event. ACFCS is pleased to share this policy in its entirety with our guests. Please speak to a manager if you have any questions or concerns.

11. Special Occasion Permits - Special occasion permits are permitted for events only for the purpose of serving wine during dinner service. ACFCS must receive a copy of the SOP 7 days prior to the event. On the event date event organizers must present the actual permit to the ACFCS Manager. The ACFCS Bar will close while the SOP is active and all alcoholic beverages purchase under the AC license will be cleared from the event. Once the SOP is no longer in effect wine brought in under this permit will be cleared from the space and the AC Bar will reopen.

ACFCS is pleased to share their House Alcohol Policy in its entirety – Please speak with the manager on duty. Thank you for your cooperation.

2. Algonquin College Students' Association – House Alcohol Policy

The Algonquin Students' Association (SA) abides by the Liquor Licence Act of Ontario and employs fully trained, Smart Serve certified professional staff to ensure the safe and responsible service of alcohol at all times within our licensed venues. With your cooperation, the staff of the Algonquin Students' Association will follow these rules:

<u>Monitoring the Entrance</u>

- During licensed events, our venues will have licensed security staff placed at the entrances and exits to ensure the safety of patrons, maintain order, prevent situations that may lead to bodily harm or physical damage, and attend to individuals as required.

- If any person is intoxicated before entry, security staff will deny them entry to the licensed venue.
- All patrons must carry photo identification (ID) when in an SA licensed venue, and all patrons who appear to be under the age of 25 will have their ID checked – although the SA reserves the right to ID any patron at any time.
- Acceptable forms of photo ID include: Ontario Drivers Licence, Canadian Passport, AGCO BYID Card, Citizenship Card, Canadian Armed Forces ID Card, Permanent Residence Card (Canadian Issued), Secure Indian Status Card (Canadian Issued) or a photo card issued by Photo Card Act of Ontario.
- Patron & bag checks will be carried out to ensure that patrons are not under the influence of alcohol and/or drugs, or possessing any prohibited items.
- Security staff will determine if a patron will be allowed access to the venue/event. If a person is belligerent prior to entering the licensed venue, they will be denied entry.
- In order to maintain a safe, fun, and efficient environment, we must deny entry when the premises are at our venue capacity – please note that some event set-ups can reduce our capacity limits.
- If during regular business (or during a private rental) no door security staff are present then the bar service staff on duty will check ID's to ensure the patron is of legal age and has the proper ID on their person.
- During any events presented by the SA, patrons will receive a coloured bracelet. There will be at least 2 different colours, one of which will always be used to easily identify an underage patron. All patrons need the appropriate bracelet on in order to be served at the bar.

<u>Consuming Alcohol</u>

- Any alcohol consumed on premises must be purchased from the licensed venue.
- All guests must be at least 19 years of age or older with approved government issued photo ID to be served and to consume alcohol.
- No individual guest will be served more than 2 drinks at a time.
- The Algonquin SA reserves the right to limit the number of drinks sold to each patron at any one time.
- Bar service staff will not serve patrons to the point of intoxication, and have the right to refuse service to any guest.
- Illegal alcohol will be confiscated and not returned to the guest.
- For the safety and security of our staff and patrons, troublesome behaviour in or around our venues is unacceptable.
- Troublesome behaviours include: vandalism, fighting, selling/using illegal drugs, sexual harassment, physical or verbal abuse, belligerence, or any behaviour that places themselves or others at an elevated risk of injury or harm. Persons involved in any troublesome behaviour, will be asked to leave the premises immediately and the Management reserves the right to indefinitely ban entry to these patrons as well as to contact the police should circumstance require.

- The Management of the venue(s) reserve the right to discontinue service, and/or close the venue.
- Staff will always assist customers who inform them that they need a safe way home. Patrons are encouraged to ask a staff member for assistance.

Underage Patrons

- Under-aged patrons are permitted to attend events inside SA venues, unless those events are advertised as 19+, or otherwise restricted.
- Those under the age of 19 who attempt to purchase or consume alcohol will be removed from the premises and may face other disciplinary action from the SA.
- If an underage guest is found to be holding or consuming alcohol, they will be removed from the premises and may face other disciplinary action from the SA.
- If a 19+ guest is caught supplying an underage guest with alcohol, they will be removed from the premises and may face other disciplinary action from the SA.

Food and Non-Alcohol Beverages

- Licensed venues will always offer food and non-alcohol beverages at competitive prices to patrons. Food will be available until the service of alcohol is completed.
- The Observatory & The Landing will offer designated drivers 2 free fountain drinks at events. The designated driver will need to identify themselves to the bar staff and turn in their car keys. At their time of departure, if they have not consumed any alcohol they will receive their keys back. If they have consumed alcohol, they will have to return the next day to retrieve their keys.

We are pleased to share these rules and information with our valued customers. If you have any questions or concerns, please speak to the manager on duty.