| The UNIVERSITY *of* WESTERN ONTARIO<br>POLICIES *and* PROCEDURES | | |
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| **1.33 CAMPUS ALCOHOL POLICY** | | |
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Field Code Changed

**POLICY**

Purpose and Objective

1.00 The purpose of the Campus Alcohol Policy is to guide how the provision and consumption of alcohol at University venues and events covered by this Policy should be managed. The objective is to promote the safety and well-being of students, faculty, staff and visitors and while so doing, to protect against legal liability.

Promotion of Safe Practices

2.00 The University shall encourage responsible use of alcohol through:

(a) education and awareness programs that identify the risks associated with alcohol provision and consumption;

(b) strict adherence to legal requirements and University policies affecting alcohol provision and consumption at University venues and events;

(c) encouraging a balance in favor of "dry" facilities, events and programs;

~~(d) maintaining guidelines for alcohol-related advertising on campus which conform to the Campus Alcohol Policy.~~

Protection from Legal Liability

3.00 In all circumstances, on or off campus, where alcohol is provided by the University or its representatives or where alcohol is provided by a third party on premises over which the University or its representatives have care and control including the power to admit or exclude others, the following practices must be followed:

(a) No person under 19 years of age is to consume alcohol, or be served or supplied with alcohol;

(b) Photo identification with proof of age must be produced on request by anyone wishing to be served or to consume alcohol;

(c) A monitoring system must be in place to ensure that alcohol is not consumed by underage guests or consumed to excess by those who are of age;

(d) No person is to be served who appears to be intoxicated;

(e) No person who is apparently intoxicated may be permitted to leave the venue until reasonable steps have been taken to ensure the person's safe accompaniment or transport;

(f) No activities are to be permitted that involve a reasonably foreseeable risk of harm.

Alcohol Policy Review Committee

4.00 The Alcohol Policy Review Committee (APRC) advises and makes recommendations on all matters relating to the administration of the University's liquor licence, the sale or provision of alcohol on campus or at off-campus events in which the University is involved, and associated safety and risk-management issues.

4.01 Membership of the APRC shall include:

Associate Vice-President (Housing and Ancillary Services) – Chair
Vice-President (Resources & Operations) - Vice-Chair
Representative – (Housing and Ancillary Services) – Secretary
Legal Counsel
University Liquor Licence Coordinator
University Reservations Coordinator
Director of Residences (Housing and Ancillary Services)
Director of Hospitality Services (Housing and Ancillary Services)
Representative – University Police Department
President or Representative – University Students' Council
General Manager - University Students' Council
General Counsel - University Students' Council
Representative – Centre for New Students
Representative – Student Athletics
Representative – Intercollegiate Athletics
Representative – Society of Graduate Students
Representative – MBA Association
Representative – Faculty Student Council
Representative – Residents' Council/Association

4.02 The APRC shall meet at least once a year.

4.03 The APRC is responsible for distributing the Campus Alcohol Policy and for proposing revisions to it.

4.04 The APRC is responsible for liaison with the management of licensed facilities on campus to ensure that they continue to operate in conformity with the University liquor licence and with all applicable laws and policies.

4.05 There shall be an executive committee of the APRC which shall include the following members:

Chair of APRC
Vice Chair of APRC
Provost or designate
University Legal Counsel
University Liquor Licence Coordinator
General Manager - University Students' Council
General Counsel - University Students' Council
One student member of the Board of Governors

The APRC may amend the composition of the executive committee from time to time as it deems necessary or appropriate.

4.06 The Executive Committee shall meet at the call of the Chair.

Management of Events at Which Alcohol May Be Served

5.00 Students, staff or faculty wishing to hold events at which alcohol may be served, whether on or off-campus must submit a description of the proposed event for approval to the APRC, explaining how the event will be conducted in conformity with this Policy, no later than 21 days before the date of the proposed event. The proposal shall contain the information set out in **Appendix A**: Proposal for Event Form.

5.01 Organizers of events which may require the signing of contracts and/or the making of payments for deposits (e.g. contracted transportation, rental of off-campus facilities, deposits for event or hospitality services) must obtain approval in principle before signing contracts or making any payments. A second proposal must then be submitted no later than 21 days before the date of the proposed event containing particulars of all negotiated terms and arrangements. Failure to comply with these requirements may result in cancellation of the event and forfeiture of any deposits or payments.

5.02 The APRC may from time to time delegate the authority to approve events under paragraph 5.00 to such member or members of the APRC as it deems appropriate (hereinafter referred to as the "Approving Authority").

5.03 For purposes of this Policy, the relevant "events at which alcohol may be served" are those where the student(s), faculty or staff wishing to hold the event is acting as a designated representative of the University or of a student, staff or faculty organization recognized by the Board of Governors as representing parts of the student body, staff or faculty, or where the individual holds out that he or she is a representative of the University or a representative or member of a student, staff or faculty group or organization of the University. The APRC may publish guidelines describing examples of the types of events to which this Policy applies.

5.04 Bar managers and students, staff or faculty holding events approved under this Policy are required to document and report any violation of this Policy or applicable laws to the Chair of the APRC and the Approving Authority no later than three days after the incident. Any incident involving personal injury or property damage shall be reported forthwith.

Residences

6.00 The possession and consumption of alcohol in residence by those who are at least 19 years of age shall be governed by this Policy, the Residence Handbook and Understandings and the applicable laws.

Underage Students in Licensed Facilities or Attending Licensed Events

7.00 With the permission of the licence holder and according to the USC Wet-Dry Access Card Policy (see **Appendix B**), attendance by those less than 19 years of age is permitted in licensed facilities.

8.00 Proposals to allow underage attendance at licensed events other than those in licensed facilities or to follow procedures other than those outlined in the Campus USC Wet-Dry Access Card Policy will be evaluated on a case-by-case basis by the licence holder and the Approving Authority in consultation with the APRC.

Inspections

9.00 The Chair or the Approving Authority may ask Campus Community Police Services (CCPS) to monitor events from time-to-time, on and off-campus, to ensure compliance with applicable laws and University policy. The CCPS may employ student event staff to assist with such inspections Reports of all such inspections shall be e-mailed to the Chair of the APRC and the Approving Authority within three days of the event.

Additional Requirements

10.00 Events to which this Policy applies are additionally subject to the following regulations at the discretion of the Approving Authority:

(a) All staff involved in the event who will be serving alcohol must be trained according to Smart Serve standards (see **Appendix C**: Smart Serve Training), understand their serving responsibility, be able to identify signs of intoxication, and learn when to refuse service. These staff members must be easily identifiable to the participants. In addition, an appropriate number of staff involved in the event, having regard to the size and nature of the event, shall be designated as monitors to ensure compliance with these regulations.

(b) Alcoholic beverages must not be sold below the market price.

(c) Non-alcoholic beverages must always be available at reasonable prices.

(d) Food must be available for the duration of the event.

(e) No extra strong or extra large drinks may be served (e.g., doubles, 2-for-1 drinks, shooters).

(f) No more than two free tickets for alcoholic beverages may be provided as part of admission to an event.

(g) Except as provided in paragraph (f), participants must purchase tickets in order to obtain alcohol beverages. A limit of two tickets may be sold at any one time. Tickets may be cashed in for a refund at any time during the event.

(h) Alcohol service will be terminated 45 minutes before the end of the event.

(i) The event organizers shall:

(i) refuse admission to the event to any person believed to be underage, intoxicated, rowdy or otherwise troublesome;
(ii) request the safe removal from the premises of any person believed to be underage, intoxicated, rowdy or otherwise troublesome,
(iii) shall support the authority and responsibility of the appropriate licence holder to respond appropriately.

Events Requiring Bus Transportation

11.00 Events requiring bus transportation to off-campus locations shall be subject to the following additional regulations (Residence Councils/Associations and groups affiliated with the University Students' Council are also subject to guidelines established by the Division of Housing and Ancillary Services and the University Students' Council respectively):

(a) Designated monitors must be present on each bus.

(b) There must be an approved method of identifying participants who are entitled to use the bus transportation.

(c) The proposed carrier must be identified in the Proposal and must be specifically approved.

(d) Participants will not be permitted to board the bus for departure to the event if they exhibit signs of intoxication (as determined by the bus monitor).

(e) Participants will not be permitted to board the bus if they have alcohol in the immediate possession.

(f) Bus trips to events outside the City of London where alcohol consumption is the primary focus will not be permitted.

(g) The University of Western Ontario, or anyone working on the University's behalf, reserves the right to cancel transportation for non-compliance with this Policy, or for any safety-related concerns.

Prevention and Assistance

12.00 The APRC will facilitate the prevention of alcohol-related problems by:

a. promoting and supporting alcohol-free institutional programming;

b. informing the University community of alcohol policies;

c. training and encouraging the student host groups to provide emergency assistance (e.g., Student Emergency Response Team, residence responses);

d. providing Smart Serve training annually at no cost to the participants;

e. promoting an atmosphere in which anyone with an alcohol problem is encouraged or required to seek help;

f. promoting an environment that discourages the unacceptable use of alcohol and helps to prevent related problems;

g. building awareness of the magnitude of alcohol problems and the campus policies regarding the use of alcohol (e.g., through residence handbooks, programming and floor meetings; the university website; registration materials, orientation programs, and alcohol-awareness programs);

h. developing a coordinated effort across campus surrounding alcohol education, treatment, and referrals;

i. supporting and encouraging student organizations to incorporate alcohol education into programs and events, where appropriate;

j. working towards early identification of behaviors or factors in the campus environment that place students at a high risk for alcohol problems;

k. collecting and using alcohol statistics from available surveys and reports to guide program development;

l. encouraging early intervention and assistance for those individuals with alcohol problems;

m. encouraging students to access the many resources on campus and in the community for confidential support.

Sanctions for Policy Violations

13.00 The APRC does not bear sole responsibility for sanctions under all University policies involving alcohol. For example, the Division of Housing and Ancillary Services or individual academic units may have their own internal policies, and may choose to impose sanctions against individuals or groups who violate their alcohol policies.

14.00 Individual students are governed by the Code of Student Conduct.

15.00 Failure to comply with this Policy, or any applicable laws may, at the sole determination of the APRC, lead to suspension for the non-compliant individual(s) or group(s) of the privilege of holding events where alcohol is served, or in the case of licensed premises, closure of those premises.

16.00 The sanctions imposed under this Policy do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students, faculty and staff are reminded that infractions may also violate various federal, provincial and local laws.

Advertising and Sponsorship

17.00 Advertising

17.01 ~~Advertising includes posters, flyers, advertisements in campus publications, and announcements or commercials on Western's radio, television or other media outlets. All advertising must~~ Events that have been approved under this policy may be advertised provided that all such advertisements adhere to the Liquor Licence Act, the Advertising and Commercial Activity on Campus Policy (see **Appendix D**) and Licensed Commercial

Use of University Name and Trademarks Policy (see **Appendix E**).

~~17.02 Pursuant to the requirements of the Liquor Licence Act of Ontario, the drinking of alcohol may not be promoted, the pricing of alcohol may not be communicated, and advertising may not be targeted to underage drinkers.~~

~~17.03 Western's policies apply to media for which regulation is reasonable and possible. All posting and flyer distribution on campus fall under this Policy as regulated by UWO/USC Poster Regulations (see **Appendix F**). Print publications that are distributed on campus are not covered by this Policy; only those published by Western or one of Western's recognized organizations (e.g., University Students' Council, Society of Graduate Students, Western News) are affected. Similarly, radio and television broadcast transmissions received on campus are not covered by this Policy, however, the Policy does apply to radio or television broadcasts that are produced by or use the Western name.~~

~~17.04 In light of these restrictions, the following practices are acceptable:~~

~~(a) Licensed events, whether held on campus or off campus, and whether sponsored by a campus organization or not, may be advertised on campus. Depending on the nature of the event, other requirements may be applied to the advertising by the licence holder, in consultation with the APRC;~~
~~(b) Campus bars may advertise on campus;~~
~~(c) Off-campus bars may advertise on campus;~~
~~(d) Safe-drinking campaigns may be advertised, provided that the name of the safe-drinking program and its message take prominence over the name of the alcohol manufacturer;~~
~~(e) Alcohol manufacturers (e.g., breweries, distilleries) are not permitted to advertise on campus except in licensed venues.~~

~~18.00 Restrictions on Distribution of Advertising and Promotional Materials~~

~~18.01 No member of the campus community or any person working on behalf of an external organization, whether commercial or not-for-profit, may post, deposit in bulk, distribute, or otherwise disseminate promotional materials that advertise an alcohol related event for which a Proposal for Event Form has not been submitted or approved, or for which prior approval has not been granted by the Division of Facilities Management, the Space Management Group or a designated building authority.~~

18.00 Sponsorship

19.01 Sponsorship by licensed establishments, including on-campus and off-campus bars, is generally permitted in accordance with the Liquor Licence Act and Alcohol and Gaming Commission of Ontario (AGCO) guidelines.

19.02 Sponsorship by alcohol manufacturers of safe-drinking programs is permitted provided that the name of the safe-drinking program and its message take prominence over the name of the alcohol manufacturer.

19.03 Other sponsorship by alcohol manufacturers is not encouraged. Each application will be considered on its own merit and must have the full endorsement of the appropriate University body, as determined by the Chair of the APRC.

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