

<b>Policy Name:</b>	Carleton University Alcohol Policy
<b>Originating/Responsible Department:</b>	Vice-President (Students and Enrolment)
<b>Approval Authority:</b>	Senior Management Committee
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<b>Contact:</b>	Vice-President (Students and Enrolment)

### CARLETON UNIVERSITY ALCOHOL POLICY

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## **INTRODUCTION**

Carleton University recognizes the unique social needs of a large campus community and strives to provide an environment where these needs can be reasonably met. The University also strives to maintain a safe and secure environment in which the consumption of alcohol on campus does not harm or disrupt the teaching, learning, employment and living environment of members of the University community.

The University Alcohol Policy promotes self-responsibility and self-accountability with respect to the use of alcohol. Provision for the sale, service and consumption of alcoholic beverages on campus is a privilege accorded only to the extent that there is compliance with all internal rules and regulations of the University, legal requirements and ensuring a safe and secure environment. The University has the right and responsibility to manage the use of, and access to, its space to ensure that the University's academic and non-academic activities, the safety of the community and facilities, and the University's reputation are not compromised.

## **POLICY OBJECTIVES**

This Policy has been developed to:

- Promote responsible attitudes and choices regarding alcohol use on campus;
- Respect the needs of those who are non-drinkers or underage;
- Promote awareness of the effects of the use and abuse of alcohol;
- Provide educational programs aimed at prevention of alcohol abuse;
- Discourage high-risk drinking behaviours and alcohol related practices through appropriate policies and procedures in the areas of prevention, intervention and discipline;
- Ensure the sale, service and consumption of alcohol does not harm or disrupt the teaching, learning, employment and living environment of members of the University community or its operations;
- Support legal and administrative policy requirements regarding the use of alcohol on campus; and
- Minimize reliance on alcohol-related sales and sponsorship.

## **SCOPE**

This Policy is applicable to all members of the Carleton University community on campus, including students, faculty and staff, as well as visitors and guests.

## **EDUCATION AND TRAINING**

Carleton University is committed to providing all members of our community with access to appropriate education related to the safe and responsible serving and consumption of alcohol. Training shall be approved by Health and Counselling Services and/or Director, Risk and Insurance and shall comply with all legal and policy requirements.

### **Education - Creating Awareness**

New students will be provided with educational programming and materials that address the

consequences of at-risk drinking and provide strategies for harm reduction. These programs will be offered during Orientation week and throughout the academic year.

Health and Counselling Services will provide specialized educational programs for students who are experiencing problems because of their drinking behaviour. Individual counselling is available for students with addiction issues. Staff and faculty may access counselling through the Employee and Family Assistance program (EFAP).

### **Training – Orientation Week and Other Staff**

Mandatory training on alcohol issues will be provided by the University each academic year to the following student groups:

- CUSA and RRRA staff (including but not limited to all staff at Oliver’s and Mike’s place)
- GSA staff
- Food Services staff
- Facilitators and volunteers for all orientation programs
- Residence Fellows
- Student Experience Office staff
- Athletic staff involved in serving alcohol

### **Training and Education – Working in Licensed Areas**

All Carleton University managers, staff, and volunteers of organizations working on campus who are involved in the service of alcohol must meet all legislated training requirements, University training requirements and must apply for certification by a training program approved by the Alcohol and Gaming Commission of Ontario (e.g. “Smart Serve”) within thirty (30) days of commencing employment. This includes all staff from Food Services or Athletics who serve alcohol at campus events (Newly hired staff who have been certified within the previous 12 months of being employed can be exempt with proof of certification.). Prior to certification, new staff is to be supervised by certified staff.

Training will take place by the end of September or January as applicable for all staff who require certification. The training will occur outside of Oliver’s and Mike’s Place regular business hours and staff will be paid their regular hourly salary to attend. The training will be facilitated by the Director of Risk and Insurance, as well as the managers of Oliver’s and Mike’s Place. The nominal cost of the training will be covered by the respective employer.

After September or January, Oliver’s and Mike’s Place management will refer newly-hired staff requiring certification to the Director, Risk and Insurance who will arrange or deliver the appropriate training.

## **POLICY REVIEW AND REPORTING**

This Policy shall be reviewed on a regular basis by a committee established by the Vice-President (Students and Enrolment). During a period of review, the Policy will remain in full force and effect.

Infractions of this Policy shall be reported to the delegate of OVP (Students and Enrolment) and the Director of University Safety. Regular reports concerning the operation of the Policy will be supplied by these officers to the Vice-President (Finance and Administration) and to the Vice-President (Students and Enrolment).

## **CONTACTS**

Vice-President (Students and Enrolment)

Delegate, OVP (SE) – Director, Student Affairs

Director, University Safety

Director, Risk and Insurance

## GENERAL REGULATIONS

### A. SECURITY SERVICES AT ALCOHOL-RELATED EVENTS

Any time a function is organized on campus at which alcohol will be served, the organizers of the event must file an event risk management form no later than twenty-eight (28) days in advance of the event. In consultation with the Director, Risk and Insurance, University Safety will determine if additional uniformed or non-uniformed officers will be required beyond those normally scheduled to provide safety and security on campus for the event and/or whether other risk mitigation measures are necessary. Where additional officers are required, the individual or organization sponsoring the event will be responsible for compensation for the additional safety-related staffing. (See also Appendix D)

The Director, University Safety or any officer assigned by them shall have the authority to terminate any function where the possession, consumption or sale of alcoholic beverages is being conducted in violation of this Policy or in violation of the laws and regulations of Ontario (e.g. *Trespass to Property Act*, *Liquor License Act*, etc.).

### B. SERVICE OF ALCOHOL

#### a) General Requirements

1. The service practices prescribed for venues licensed in Ontario are set out in the *Liquor License Act*.
2. All licensed facilities on campus will serve alcohol in compliance with this legislation. Licensed areas are the only public places on campus where alcohol may be consumed and served.
3. The University will not permit liquor delivery services to come on campus, except to service licensed establishments.
4. The University will not permit kegs on campus outside of service in licensed establishments or authorized events
5. Rules for licensed establishments must be posted at the entrance to and inside each establishment so that the rules for admission and service are readily and highly visible, even in dim light.

#### b) Small Facility Service or Event

Small facilities are considered to be those with a capacity to serve up to 150 customers. Alcohol service in these facilities must conform to the requirements of the Alcohol and Gaming Commission, the *Liquor License Act* this Policy and all other applicable policies and legal requirements.

During Fall Orientation small facilities are required to enforce a drinking age of 21 years of age with the exception of graduate students that are under the age of 21. A list of these students will be provided by the Office of Student Affairs.

**c) Large Facility Service or Event**

To reduce risk to safety and security and to create responsible drinking practices, Carleton University stipulates certain service practices for on-campus licensed facilities with a capacity of more than 150 customers. These stipulations are in addition to the limits imposed by the Alcohol and Gaming Commission of Ontario (AGCO) and the *Liquor License Act* for facilities serving alcohol on campus. In addition to conforming to the requirements of the Alcohol and Gaming Commission, the Liquor License Act, this Policy and all other applicable policies and legal requirements, the following service practices must be implemented:

**1. Tracking Client Volume/ Attendance**

Beginning at 8:00 p.m. until closing, door staff will use “in and out” counters to track attendance. The tracking will also be done by use of Digital Doorman or the Campus Card reader, and a back-up paper process if either of the aforementioned are not in working order. A record of the tracking will be maintained by the facility staff, and reported weekly to the Director, Student Affairs, and to the Director, Risk and Insurance.

Approved legal capacity for large facilities will be determined by and must comply with the capacity requirements described by the AGCO, and with requirements as determined by the Fire Prevention Officer.

**2. Admission Requirements**

After 8:00 p.m., entry to large facilities will be restricted to patrons that are 19 years of age or older. Patrons will be required to present a Carleton University identification card. All large facilities must use a campus card reader to confirm a valid Carleton University identification card in addition to the current digital system to establish that patrons are of legal age for the consumption of alcohol. In addition, this system must ensure that records can link the Carleton University student to the identity of the one guest permitted. An approved AGCO form of identification includes:

- Ontario or out of province driver’s license with a photo of the person to whom the license is issued
- A Canadian Passport
- Canadian Citizenship Card with a photo of the person to whom the card is issued
- Canadian Armed Forces Identification Card
- A photo card issued by the Liquor Control Board of Ontario (LCBO), entitled Bring Your ID (BYID)
- A Secure Indian Status Card issued by the Government of Canada
- A Permanent Resident Card issued by the Government of Canada

**3. Guests**

Guests who are not Carleton University students must be signed in by a member of the Carleton University community. There will be a maximum of one guest per member of the Carleton University community. (Also see “Guests at All Ages Events” below.)

#### **4. Alumni**

Carleton University Alumni may enter Oliver's pub using their Alumni Identification card, accompanied by an approved AGCO form of identification during regular business hours EXCEPT on Thursday nights, and on designated student-organized special event nights when the normal guest policy applies (see section iii).

In the event that Alumni Services organizes an event to be held at Oliver's Pub, Alumni Services will provide:

- An Event Risk Management form to the Director, Risk and Insurance, a minimum of 28 days prior to the event.
- A list of registered attendees to the Oliver's Manager on duty, prior to the event.

#### **5. Fall Orientation**

During Fall Orientation no alcohol will be served after 7 pm in large facilities. In addition, large facilities are required to enforce a drinking age of 21 years of age between the hours of 11 am and 7 pm.

#### **d) All Ages Events and Post-Secondary Special Events**

1. In exceptional circumstances, All Ages event may be permitted for designated special events in large facilities. For an All Ages event to be approved, organizers are required to submit a Risk Management Form and a detailed written proposal to the University's Director, Risk and Insurance a minimum of twenty-eight (28) days prior to an event's proposed date. If an All Ages event is approved, strict guidelines must be adhered to and procedures will be outlined in writing to the group organizers. Further information regarding All Ages events, (including event criteria) are outlined in Appendix C.
2. Designated Post-Secondary events will be so defined by the Risk Management Committee
3. On nights when there is a designated Post-Secondary special event, students from an accredited Ontario post-secondary institution, who are 19 years of age or older, will be allowed access to an on campus large facility without a sponsoring Carleton University student. The guest student must provide valid student identification from their post-secondary institution, in addition to the approved AGCO identification. This identification will be left with door staff, and will be returned to the guest student upon his/her departure from the facility.

**e) Alcoholic Beverage Service Restrictions and Procedures**

1. Prior to 12:00am, service is restricted to two (2) drinks per patron per order.
2. After 12:00am, service is restricted to one (1) drink per patron per order. Pitcher service will stop at 12:00am.
3. There will be no service of pitchers to a single person at any time.
4. All sales and service of alcohol will stop at 1:30 a.m. There will be no announced last call prior to regular closing hours.
5. No drinks of spirits will contain more than 1-1/2 ounces of alcohol.
6. No one ounce drinks (i.e., “shots” or “shooters”) will be served after 12:00 a.m.
7. No admittance to large facilities will occur after 1:00 a.m.
8. All facilities will refuse admission to anyone who is or appears to be intoxicated, and will refuse service of alcohol to any guest or patron who is or *appears* to be intoxicated.
9. A list of individuals banned from on-campus venues is to be shared and enforced by all on-campus venues and by the Department of University Safety and the Office of Student Affairs.

**Note:** *Individuals who have been banned from licensed establishments by the University for more than 24 hours will be notified of the ban in writing. Students will have the opportunity to appeal the ban in accordance with the procedures of the Student Rights and Responsibilities Policy. Employees of the University, including contractors, may appeal through usual employment channels.*

10. Both large and small facilities have the right to deny services or ban an individual from their establishment as per the provisions under the Liquor License Act, this Policy or any other University policy. Removal of such bans is at the discretion of the management of each facility.
11. In addition to inspections carried out by provincial or municipal authorities, any person designated by the Vice-President (Students and Enrolment) including but not limited to:
  - the delegate of VP (Students and Enrolment)
  - the Director, Risk and Insurance and/or
  - the Director, University Safety

may inspect licensed areas and conduct procedural audits on a random basis.

12. After 8:00 p.m. all large facilities with capacity of over 150 patrons (including, but not limited to every Thursday night) shall:

- a) serve all alcohol in plastic containers,
- b) institute a mandatory coat and bag check , and
- c) require patrons to submit to a search prior to entry.

Facilities must remain in compliance with fire safety requirements at all times including but not limited to safe egress from the bar area in the event of an emergency.

13. After 8:00pm in large facilities with capacity of over 150 patrons, the bar Manager (or designate) is required to complete a checklist (Appendix B) and pass all items on the checklist. The pre-opening checklist must be complete by 9:00pm and submitted to the attending University Safety staff.

**f) Transportation**

1. A transportation plan must be in place to ensure any person who is or appears to be intoxicated will not be permitted to leave the premises until reasonable steps have been taken to ensure that person’s safe accompaniment or transport. These steps include:

- Where no safe transportation home is available to a patron removed from Oliver’s Pub or Mike’s Place Pub for intoxication, a taxi chit will be provided to ensure safe transport home.
- A designated driver service will be available to bar patrons on designated high-risk/high capacity nights.

**C. ALCOHOL DELIVERY SERVICE**

The use of alcohol delivery services to campus is prohibited. An alcohol delivery service is defined for the purposes of this policy as any private or public entity or persons engaged in the business of delivering any type of wine spirits or beer to campus, either through direct delivery using motor vehicles or through carriers such as Purolator or Canada Post.

Alcohol Delivery Services who are found delivering alcohol to campus shall be barred from entering campus under authority of Trespass to Property Act of Ontario. Alcohol deliveries shall be confiscated and persons who ordered alcohol through such services shall be disciplined under the applicable University policy.

Deliveries of alcohol by the Brewers Retail and the Liquor Control Board of Ontario to Student Pub’s and the University’s Food Services provider are not deemed to be Alcohol Delivery Services for the purposes of this policy.

**D. RESIDENCE**

Students living in Residence and their guests are permitted to consume alcohol in Residence rooms only in accordance with the rules set out in the Carleton University Residence Standards Handbook. The following provisions regarding alcohol use, apply at all times throughout the Residence precinct:

- a) Use of alcohol - For the purpose of the following, the word “alcohol” refers to spirits, wine and beer.
- b) Persons who have not yet reached their nineteenth (19<sup>th</sup>) birthday may not purchase, obtain, possess or consume alcohol.
- c) No person can sell or supply alcohol to a person under the age of nineteen (19).
- d) Alcohol may be consumed if the person has reached their nineteenth (19<sup>th</sup>) birthday in areas that are licensed for the sale or service of alcohol or a private residence. Alcohol may not be consumed in such areas as the outdoors surrounding the Residences, stairwells, elevators, main floor lobbies and foyers and any area of the Commons Building which is not licensed.
- e) In non-licensed areas of the Residence, where consumption of alcohol is permitted, staff of the Department of Housing and Residence Life and Department of University Safety may demand that proof of age be provided by anyone who is consuming alcohol.
- f) Persons who serve alcohol or who permit alcohol to be served on their premises, or on premises which they control, have a duty to ensure for the safety of persons who consume such alcohol, while they are on the premises and after they have left the premises.
- g) Persons who meet the legal age requirements to consume alcohol and who, on an occasion, in the opinion of those who control the premises, consume too much alcohol may be asked and are expected to cease their consumption of alcohol for the remainder of that occasion.
- h) Cans are the only acceptable container for beer products such as beer, lager, malt liquor, cider beer, or ale and should not be made out of glass. Liquor and wine bottles may not exceed 750 ml, and cans may not exceed 355 ml.
- i) No alcohol may be consumed in the Residence floor corridor.
- j) No individual can participate in, promote, or be a spectator of drinking games within the Residence community. Drinking games are defined as any activity, game, or contest in which the consumption of beverages is either a primary focus or used as a penalty, typically in response to a specified cue or prompt.
- k) Parties or special events involving the consumption of alcohol are not permitted in Residence.

## **E. ATHLETICS**

The following provisions are in force for any event that includes alcohol service and employs the name of the Department of Recreation and Athletics or may be viewed as an event approved or sponsored by the Department of Recreation and Athletics.

- a) Anyone organizing such an event must seek permission for the event from the Director, Recreation and Athletics or the Director's designate prior to the event and must submit the appropriate Risk Management Form for approval to the Carleton Risk Management Committee twenty-eight (28) days prior to their proposed event. This includes permission to hold and host the event and prior approval for advertising the tickets.
- b) The other sections of this Policy shall apply.

## **F. ADVERTISING/SPONSORSHIP**

- a) All advertising of alcohol or events involving alcohol must conform to the regulations set out by the Alcohol and Gaming Commission of Ontario, the *Liquor License Act of Ontario*, this policy, and other applicable University Policies.
- b) Advertising includes posters, flyers, electronic notices, web sites including social media utilities (e.g., Facebook, Twitter), advertisements in campus publications, and can include other media outlets.
- c) Advertising of events must be responsible and in good taste and shall not promote alcohol as the focus of the event implicitly or explicitly. The University reserves the right to remove any promotions that contravene any other policy of the University and/or is deemed detrimental to the operations, teaching, learning, employment and living environment on campus.
- d) Any blatant promotion of alcohol such as reference to an event as a “bash”, or “drunk” is prohibited. Advertising promoting drinking games, keg parties, special prices on alcoholic beverages, free drink offers, or any other type of promotion or inducement of binge drinking is also prohibited.
- e) Sponsorship by the manufacturers or representatives of alcoholic beverages for any event involving the use of alcohol is not permitted.
- f) Brewery/distillery sponsorship of activities such as “most valuable player of the game” will not be allowed.
- g) Brewery/distillery sponsorship with respect to the announcement of events via posters, t-shirts, balloons, and other accessories related to the event will not be permitted outside of Oliver’s Pub and Patio and Mike’s Place Pub
- h) With the exception of Oliver’s Pub and Patio, Mike’s Place Pub, and licensed facilities operated by Carleton University, signage reflecting brewery/distiller advertising will not be allowed.
- i) The University retains editorial control of any alcohol awareness and/or education sponsored by brewers and distillers.
- j) Postings from off-campus licensed establishments are prohibited.

With regard to on campus advertising or sponsorship, penalties for infractions include but are not limited to:

- Written requests to cease and remove inappropriate material.
- Denial of advertising for campus publications and/or required revisions in accordance with this policy and/or other university policies.
- Non-student offenders may be charged with trespass through the authority of the Department of University Safety.
- For students and/or student groups a temporary removal of on-campus space booking privileges and/or a temporary ban from participating in University led events.
- Banned from hosting or holding events with alcohol;
- Students can also be referred to the Director, Student Affairs for appropriate remedies as per the Student Rights and Responsibilities policy.

## **G. RISK MANAGEMENT AND SPECIAL EVENTS**

- a) The Risk Management Process has been established to ensure that University officials and students who are organizing special events take appropriate measures to ensure they are aware of their obligations under various University policies and are making best efforts to plan safe functions.
- b) For the purpose of this Policy, special events include those activities that;  
Are to take place on or off campus where the proposed event will include Carleton students; and  
Where those events are being organized by a University unit, a student association, an accredited student group, or a Carleton student who has gained explicit approval from the University to use or associate the University's name and/or brand with their proposed event (Note: a formal alcohol service (sales or open bar) may or may not be present at these activities)
- c) Special events (including all band concerts) where alcohol is consumed subject to prior approval can be held in various locations across the University. Because of their size, the type of venue, or other special circumstances, these activities may have increased levels of risk and require special preparations and as such they must adhere to the to the following Risk Management practices:
1. The organizers of the event will be responsible to ensure that the Department of University Safety is notified at twenty-eight (28) days in advance via the submission of a Risk Management Form
  2. Once submitted, the Risk Management Form will be reviewed by the Risk Management Committee. See Appendix C for further details regarding the approval process for a special event
  3. The service of alcohol will be limited to one drink per customer per order
  4. Other serving practices for licensed facilities on campus as set out in this Policy will apply to special events.
  5. Promotional material will be limited to advertising of a specific function with no mention or suggestion of it being oriented to alcohol. References such as but not limited to pubs, pub-crawls, bashes, wipe-outs, drinking contest, etc., are not allowed.
  6. A guest sign-in procedure must be maintained for all special events at large facilities on campus.

**Note:** for the purpose of this Policy, Special Events exclude regular themed nights (e.g., karaoke night, trivia night, speed dating night, art exhibitions, political or club socials which anticipate fewer than 45 participants, and similar types of events) that take place at Mike's Place throughout the course of the year.

#### **H. OFF-CAMPUS EVENTS INVOLVING ALCOHOL**

- a) The University will not obtain a special occasion or equivalent license for non-approved events. No individual or organization shall use the name of the University for such application for a special occasion or equivalent license.
- b) The University will not permit advertisement of the event on campus, the on-campus sale of tickets, or access to buses or other conveyances for the event to come on campus.
- c) Individuals or student groups who violate these regulations may be subject sanctions or limitations including but not limited to:
  1. A temporary removal of on-campus space booking privileges, including tabling in the University Centre Galleria;
  2. Other actions as deemed appropriate by the Office of the VP (Students and Enrolment) or delegate as per applicable University policies and/or legal requirements.

#### **I. VARIANCES AND WAIVERS FROM THIS POLICY**

Event organizers may apply for variances or waivers to specific rules in this Policy. Such a request must be submitted to the Director, Risk and Insurance, who will consult with the Director, University Safety and the delegate of the OVP (Students and Enrolment) and make a recommendation to the VP (Students and Enrolment) who will have the final approval on any such variances or waivers .

The request must be made in writing at least twenty-eight (28) days in advance of the event for which the variance or waiver is required. The application must include:

- a) The name of the individual applicant (event organizer or on behalf of event organizers), including address, phone number and email;
- b) The full name of the event, including the name(s) by which it is being advertised and all related advertisements;
- c) The rule or standard from which the variance or waiver is requested;
- d) The type of action requested, i.e., variance or waiver, and the period during which it will be in force;
- e) The substantial hardship which justifies a variance or waiver;
- f) The alternative standards which the applicant agrees to meet; and
- g) A description how the proposed standards will meet the general standards sought in this Policy.

The Director, Risk and Insurance will notify the event organizer in writing of the decision to allow or refuse the variance or waiver. Any decision of the University shall be final and not subject to appeal.

## **J. POLICY VIOLATIONS**

The University may terminate, suspend or modify the privileges of the individual or organization found to have violated the provisions of this Policy and /or the *Liquor License Act* of Ontario (“the Act”). Where the Policy has been violated, the University may impose sanctions or limitations including but not limited to:

- a) Issue a warning;
- b) Temporarily or permanently shut down a licensed facility;
- c) Refuse admittance to a facility for a set period of time;
- d) Refuse to serve a beverage to an individual and/or have a beverage confiscated;
- e) Close a facility immediately and/or for a set period;
- f) Remove or ban individuals from the facility;
- g) Seek the assistance and/or intervention of the Ottawa Police and/or the Alcohol and Gaming Commission of Ontario;
- h) Place conditions on facility re-opening, such as requiring training and/or modifications and/or additions to service practices set out in this Policy, or the introduction of service practices where none exist under this Policy; and
- i) Take any other steps that are within the general supervisory power of the President as delegated to the Vice-President (Students and Enrolment), or delegate.

Where there are questions about the application of the Alcohol Policy, the Student Rights and Responsibilities Policy and/or related policies, they shall be determined by the VP (Students and Enrolment), or designate, in consultation with the administrators of the other policies. (Where there is a conflict between policies, or between sanctions of students under the Student Rights and Responsibilities Policy and another University policy, the Student Rights and Responsibilities Policy will take precedence.)

## APPENDIX "A"

### OLIVER'S "HOUSE RULES"

**These house rules were approved by the Carleton University Risk Management Committee, which included representation from CUSA, the Manager, Oliver's, the Manager, Risk and Insurance, and the Department of University Safety, and are subject to periodic review. These rules are posted publicly at Oliver's.**

Welcome to Oliver's, a Carleton University Students' Association Inc. owned and operated establishment. In order to provide a safe, friendly and relaxing atmosphere, all patrons are subject to the following House Rules:

1. Maximum capacity: As is permitted by the Alcohol and Gaming Commission of Ontario. (Current capacity at time of posting is 415).
2. Licensed hours of operation are 11:00 a.m. - 2:00 a.m.
3. In compliance with provincial legislation, patrons must be at least 19 years of age to purchase and consume alcohol and tobacco products. Patrons will be required to present a valid C.U. I.D. and an approved photo ID
4. Valid forms of age identification in Ontario include:
  - a. BYID card issued by the Liquor Control Board of Ontario
  - b. Provincial Driver's License with photo
  - c. Canadian Armed Forces Identification Card
  - d. Canadian passport with photo
  - e. Canadian Citizenship Card
5. Guests to Oliver's must be signed in by hosts who are members of the Carleton University Community (Carleton Student, Faculty or Staff). The host will be responsible for all their guest's actions. There is a maximum of one guest per host.
6. Staff/Management reserve the right to:
  - a. Examine any personal effects upon entry.
  - b. Refuse admission and/or service.
  - c. Refuse responsibility for lost or stolen items.
7. All alcohol must be purchased and consumed within the licensed area. No outside food or beverages are permitted.
8. Shirts and shoes must be worn at all times.

9. There will be no admission 1 hour prior to closing and there will be no service of alcoholic beverages 30 minutes prior to closing.
10. All alcoholic beverages must be removed from the tables 30 minutes after closing.
11. No unauthorized solicitation is permitted.
12. A pitcher will not be served to an individual patron and a limit of 2 drinks per person per order will be in effect until 12:00am. After 12:00am, a limit of 1 drink per person per order will be in effect. There will be no pitcher service and no one ounce (shooter) drinks after 12:00am.
13. The Department of University Safety is authorized to intervene where individuals:
  - a. Use illegal drugs or alcohol in or around the Carleton University Centre.
  - b. Are involved in rowdiness, violence, discrimination or vandalism.
  - c. Demonstrate intoxication.
  - d. Engage in conduct which is abusive or dangerous to themselves, other patrons and/or Oliver's staff.
  - e. Consume alcohol below the legal age limit.

In compliance with the Ontario Human Rights Code, this establishment is actively opposed to acts of discrimination, including but not limited to, racism, homophobia, sexism and ableism. Any patron engaging in harassment or discrimination will be asked to leave the premises immediately.

If a patron of this establishment is found to violate any of the above policies, they will be barred from Oliver's and may be subject to possible further actions from Department, University Safety and/or the Vice-President (Students and Enrolment) or their delegate.

**APPENDIX "B"**  
**OLIVER'S**  
**OPENING CHECKLIST**

DUS: \_\_\_\_\_ OLIVER'S: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Print Name Print Name dd / mmm / yy

**PRE-OPENING SET-UP**

ITEM #	REQUIREMENT	STATUS	NOTES
1	Oliver's staff count @ 2030h		
2	Oliver's staff in place.		
3	Liquor license posted.		
4	House policies posted.		
5	Radio equipment check.		
6	Washroom exterior entrance secure.		
7	Main entrance (single exit door) secure.		
8	Names of Bar Manager/CUSA Rep. On-Call.		
9	Ban list (up to date) available to door staff.		
10	Digital Doorman set up properly and tested.		
11	Campus Card reader set up properly and tested.		
12	Search wands issued to all door staff and tested.		
13	Barricades set up appropriately to maintain line control.		
14	Alcohol Policy deviations and / or exemptions in writing.		

**ON GOING CHECKS**

ITEM #	REQUIREMENT	STATUS	NOTES
15	Identification properly checked by door staff.		
16	Sign in of non-student guests done properly.		
17	Coats of all patrons checked at coat check.		
18	One male and one female door staff posted.		
19	Searches of all patrons entering Oliver's.		
20	Two drinks p.p. and pitcher service up to 2359h.		
21	No pitcher service/one drink p.p. sold after 0000h.		
22	Line monitoring by Oliver's staff.		

**CLOSING CHECKS**

ITEM #	REQUIREMENT	STATUS	NOTES
23	Doors closed 0100hrs (barricades removed)		
24	Alcohol service ends at 0130hrs.		
25	Lights on / music off at 0200hrs.		
26	Oliver's empty ( hrs.)		

**NOTES:**

DUS: \_\_\_\_\_ OLIVER'S: \_\_\_\_\_

**APPENDIX "C"**  
**APPROVAL CRITERIA – ALL AGES EVENTS**

The following criteria must be met by students, student groups, or other individuals who are seeking to host an All Ages event on Carleton University property.

For the purpose of this document, an All Ages event is understood to be an event or function that is being hosted on campus and where alcohol will be served in a location where both underage participants and participants that are the age of majority will be present.

The University reserves the right to deny any request for an All Ages event in its sole discretion including but not limited to, where University officials have concerns about the purpose of the event, the event's proposed plan of action, or where there are concerns for student safety.

**Criteria**

*Each of the following criteria must be met a minimum of 28 days before the event is to take place.*

- 1) Carleton University Risk Management Form must be fully completed and submitted to the Director, Risk and Insurance a minimum of twenty-eight (28) days in advance of the proposed event.
- 2) Along with the Risk Management Form, the event planner must submit a brief proposal outlining the purpose of the event, how the location will be physically divided for underage participants and age of majority participants, and what security measures will be taken to ensure alcohol is not transported between the two groups.

**Note:** *this proposal must be approved in advance by the person of authority (e.g., Oliver's Manager) that has responsibility for the location where the event is to take place.*

- 3) All Ages events will only be considered where the event is for the following purposes:
  - a) a charity event which ends no later than 11:00 pm;
  - b) a Carleton student group, club, or society event, where the event's central purpose is in support of the group's mandate, or it is for the purpose of increasing or promoting the group's fellowship.

Questions regarding these criteria or the approval process for a All Ages event should be directed to Carleton's Director, Risk and Insurance.

**APPENDIX “D”**  
**RISK MANAGEMENT PROCESS AND COMMITTEE – TERMS OF REFERNECE**

**Purpose:**

The purpose of this Committee is to assess and determine risk and approve or deny all “special events” as these activities or functions are defined in section H of the Alcohol Policy.

**Membership:**

- a. Director, Risk and Insurance (Chair)
- b. Director, Student Affairs
- c. Manager, Operations, Department of University Safety
- d. one undergraduate representative
- e. one graduate representative

**Authority:**

This Committee operates under the authority of the Vice-President (Students and Enrolment).

**Principles:**

1. Carleton University is committed to recognizing the rights of its members to gather, communicate, discuss and explore all ideas and to promote fellowship and community through the organization or sponsorship of a wide range of special events or activities that are for lawful and permitted purposes.
2. In the preparation, organization, and planning of special events, Carleton University and its members place a priority on student, staff and public safety.
3. Carleton University officials, departments, student associations, and individual students that are undertaking to organize a special event must be fully aware of their obligations under the following policies or procedures: the Alcohol Policy, the Student Rights and Responsibilities Policy, the Policy on the Accreditation of Student Groups, and Carleton’s Risk Management process and any other applicable policy.

**Process:**

1. Once the Risk Management Form has been fully completed, it will be distributed to the Risk Management Committee electronically and each of the members will be required to review the Form and submit their comments to the Director, Risk and Insurance.
2. In consultation with the Director, Risk and Insurance, University Safety will determine if additional uniformed or non-uniformed officers will be required beyond those normally providing safety and security on campus for the event. Where additional officers are required, the individual or organization sponsoring the event will be responsible for compensation for the additional safety-related staffing.

3. Should a proposed event require more in depth consideration as determined by the Director, Risk and Insurance, the Director shall call a meeting of the Committee to consider the proposal..
4. In the event the Committee has questions or requires modifications regarding the special event, these issues will be communicated by the Director, Risk and Insurance to the event organizers.
5. Once a special event is approved, it is the responsibility of the organizer to ensure that their event is implemented in manner that reflects the proposal that was submitted to the Committee.
6. Where there is an unacceptable risk to student or public safety, the Committee may deny the approval of an on campus event.
7. The Director, Risk and Insurance and/or the Department of University Safety are responsible for investigating and responding to actions or incidents at special events that are contrary to an event's approved proposal, or that violate one of the University's policies.

**Appeals:**

In the event approval of an event is denied by the Committee, the event organizers may appeal in writing to the VP (Students and Enrolment). The decision of the VP (Students and Enrolment) is final and not subject to appeal.