

Policy Name: Carleton University Alcohol Policy
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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 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 and service of alcoholic beverages on campus is a privilege accorded only to the extent that there is compliance with all internal rules and regulations as well as all legal requirements.

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;
- 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 the Health Services Health Educator and/or Manager, Risk and Insurance and shall comply with all legal and policy requirements.

Education - Creating Awareness

New students will be provided with educational materials through programs that address the consequences of at-risk drinking and 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 RRRRA staff
- GSA staff
- Aramark 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 staff managers, and staff or volunteers of organizations working on campus involved in the service of alcohol must meet all legislated training requirements and must apply for certification within an appropriate training program, as approved by the Alcohol and Gaming Commission of Ontario (e.g. “Smart Serve”) before beginning employment. This includes all staff from Aramark or Athletics who serve alcohol at campus events. (New staff certified within the previous 12 months can be exempt with proof of certification.) In the interim, new staff is to be supervised by trained staff.

Training will take place by the end of September for all staff who require certification. It will take place 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 training approved by the Health Services Health Educator or designate, and/or the Manager of Risk and Insurance, and the managers of Oliver’s and Mike’s Place. The nominal cost of the training will be covered by the employer.

After September, Oliver’s and Mike’s Place management will refer newly-hired staff requiring certification to the Manager, 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 Associate 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 OAVP (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 Associate Vice-President (Students and Enrolment).

CONTACTS

Associate Vice-President (Students and Enrolment)

Delegate, OAVP (SE) – Director, Student Affairs

Director, University Safety

Manager, 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 and/or where the event is likely to be contentious or high risk/high capacity, the organizers of the event will be responsible to ensure that the Department of University Safety is notified at least fourteen (14) days in advance. In consultation with the Manager, 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. 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 General Regulations, Section F.)

The Director, University Safety or any officer assigned by him/her to provide assistance 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

- The service practices prescribed for venues licensed in Ontario are set out in the *Liquor License Act*.
- All licensed facilities on campus will serve alcohol in compliance with this legislation. Except in designated licensed areas, alcohol may not be consumed in public areas of the campus.
- The University will not permit liquor delivery services to come on campus, except to service licensed establishments.
- 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

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* and this Policy. During Fall Orientation (a period of no more than one week), 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 who are found on a list of graduate students as provided by the Office of Student Affairs.

c) Large Facility Service

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 go beyond the limits imposed by the Alcohol and Gaming Commission of Ontario (AGCO) and the *Liquor License Act* for facilities serving alcohol on campus. These service practices are:

i) Tracking Client Volume/ Attendance

Beginning at 8:00 p.m., during designated high risk (high capacity) times, door staff will use “in and out” counters. They will also use the Digital Doorman, the Campus Card reader, and a back-up paper process if either of the aforementioned are not in working order. A record of this will be maintained by the facility staff, and reported weekly to the Director, Student Affairs, and to the Manager, 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.

ii) 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 (C.U.I.D. card). All large facilities must use a campus card reader to confirm a valid C.U.I.D. 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:

- a. Valid Ontario or out-of-province driver’s license with photo
- b. Valid Canadian passport with photo
- c. Canadian citizenship card with photo
- d. Canadian Armed Forces card with photo
- e. Liquor Control Board of Ontario “Bring Your Own Identification Photo card” (BYID) photo card
- f. Valid international passport

iii) 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 host. (Also see “Guests at Split Licensing Events” below.)

iv) 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 iv).

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

- An Event Risk Management to the Manager, Risk and Insurance, a minimum of 14 days prior to the event.
- A list of registered attendees to the Oliver's Manager on duty, prior to the event.

d) "Split Licensing" and Post-Secondary Special Events

i. In exceptional circumstances, split licensing may be permitted for designated special events in large facilities. For a Split Licensing event to be approved, organizers are required to submit a Risk Management Form and a detailed written proposal to the University's Manager, Risk and Insurance a minimum of twenty-eight (28) days prior to an event's proposed date. If a split-licensed event is approved, strict guidelines must be adhered to and procedures will be outlined in writing to the group organizers. Further information regarding Spilt Licensing events, including event criteria are outlined in Appendix C.

ii. Designated Post-Secondary events will be so defined by the Risk Management Committee

iii. 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 less than two patrons 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 that contain singular or combined alcohol and non-alcoholic products

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. In addition to inspections carried out by provincial or municipal authorities, any person designated by the Associate Vice-President (Students and Enrolment), the delegate of OAVP (Students and Enrolment) and/or the Director, University Safety may inspect licensed areas and conduct procedural audits on a random basis. The University representative shall make their presence known to an on-duty manager.
11. During designated high-risk/high capacity times in large facilities after 8:00 p.m. (including, but not limited to every Thursday night);
 - a) All alcohol will be served in plastic containers,
 - b) A mandatory coat and bag check will be in effect, and
 - c) Patrons may be required to submit to a search prior to entry.

Facilities must remain in compliance with fire safety requirements as regards safe egress from the bar area in the event of an emergency.

12. During high risk (high capacity) times in large facilities, bar staff are required to complete a Check List (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.

e) 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:
 - a) 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.

- b) A designated driver service will be available to bar patrons on designated high-risk/high capacity nights (i.e. "Responsible Choice").

C. 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 Contract Agreement. The following provisions regarding alcohol use, excerpted directly from the Carleton University Residence Contract Agreement, apply at all times throughout the Residence precinct:

1. Use of alcohol - For the purpose of the following, the word "alcohol" refers to spirits, wine and beer. The following provisions apply at all times throughout the Residence complex and its adjacent exterior.
2. Persons who have not yet reached their nineteenth (19th) birthday may not purchase, obtain, possess or consume alcohol.
3. No person can sell or supply alcohol to a person under the age of nineteen (19).
4. Alcohol may be consumed if the person has reached his or her nineteenth (19th) birthday in areas that are licensed for the sale or service of alcohol or a private residence. For the purpose of these regulations, private residences include any Residence bedroom, suite, and bathroom or floor lounge. 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.
5. In non-licensed areas of the Residence, where consumption of alcohol is permitted, staff of the Department of Housing and Conference Services and Department of University Safety may demand that proof of age be provided by anyone who is consuming alcohol.
6. 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.
7. 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.
8. No alcohol may be consumed from glass containers except in the Residence bedrooms and suites. All beer products are limited to non-glass containers of a capacity not exceeding one litre. Beer bottles are prohibited in Residence.
9. No alcohol may be consumed in the Residence floor corridor.

10. No drinking paraphernalia (e.g. funnel), game, competition or contest, which encourages or promotes the excessive and immoderate consumption of alcohol, is permitted in Residence.
11. Parties or special events involving the consumption of alcohol are not permitted in Residence.

D. ATHLETICS

The following provisions are in force for any event which 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.

1. 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's Risk Management Committee fourteen (14) days prior to their proposed event. This includes permission to hold and host the event and prior approval for advertising the tickets.
2. Organizers of such events should realize that other sections of this University Policy may also apply to them (e.g. section E. Advertising/Sponsorship, and section G. Off-Campus Events.)

E. ADVERTISING/SPONSORSHIP

1. 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.
2. Advertising includes posters, flyers, electronic notices, web sites including social utilities (e.g., Facebook), advertisements in campus publications, and can include other media outlets.
3. Advertising of events must be responsible and in good taste and shall not promote alcohol as the focus of the event implicitly or explicitly.
4. 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.
5. Sponsorship by the manufacturers or representatives of alcoholic beverages for any event involving the use of alcohol is not permitted.
6. Brewery/distillery sponsorship of activities such as "most valuable player of the game" will not be allowed.
7. 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.

8. With the exception of Oliver's Pub, Mike's Place, and licensed facilities operated by Carleton University, permanent signage reflecting brewery/distiller advertising will not be allowed.
9. The University retains editorial control of any alcohol awareness and/or education sponsored by brewers and distillers.
10. Postings from off-campus licensed establishments are prohibited.

With regard to on campus advertising or sponsorship, penalties for infractions are as follows:

- Written requests to cease inappropriate material can be issued on behalf of the University.
- Advertising can be denied for publications and/or clients can be requested to change their advertising and/or advertising can be altered to follow this policy.
- Complaints may be filed through the AGCO.
- Non-student offenders may be charged with trespass through the authority of the Department of University Safety.
- Student offenders, including accredited student groups, clubs or societies can be referred to the Director, Student Affairs for appropriate remedies as per the Student Rights and Responsibilities policy.

F. RISK MANAGEMENT AND SPECIAL EVENTS

1. 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.
2. For the purpose of this Policy, special events include those activities that are to take place on or off campus, 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, and where the proposed event will include Carleton students. A formal alcohol service (sales or open bar) may or may not be present at these activities.
3. Special events (including all band concerts) where alcohol is consumed 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 or require special preparations and as such they must adhere to the following Risk Management practices: .
 - The organizers of the event will be responsible to ensure that the Department of University Safety is notified at least fourteen (14) days in advance via the submission of a Risk Management Form

- 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.
- The self-serve method of operation at special events will be limited to one drink per customer per order.
- All other serving practices for licensed facilities on campus will apply to special events.
- Promotional material will be limited to advertising of a specific function with no mention or suggestion of it being oriented to alcohol. Such references as pubs, pub-crawls, bashes, wipe-outs, drinking contest, etc., are not allowed. See section E: Advertising/Sponsorship for details.
- A guest sign-in procedure must be maintained for all special events for 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 less than 45 participants, and similar types of events) that take place at Mike's Place throughout the course of the year. In considering what constitutes a Special Event, Mike's Place staff should apply a "common sense" lens and complete a Risk Management form as is appropriate.*

G. OFF-CAMPUS EVENTS

The following provisions are in force for off-campus events where alcohol is consumed and the events are held in a location other than a private place, residence, a licensed establishment or under the authority of a caterer's endorsement.

1. The University will not obtain a special occasion or equivalent license for such events. No individual or organization shall use the name of the University for such application for a special occasion or equivalent license.
2. When off-campus events are advertised contrary to the requirements of this Policy, 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.

H. 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 Manager, Risk and Insurance, who will consult with the Director, University Safety and the delegate of OAVP (Students and Enrolment).

The request must be made in writing at least fourteen (14) days in advance of the event for which the variance or waiver is required. The application must include:

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

The Manager, Risk and Insurance will notify the event organizer in writing of the decision to allow or refuse the variance or waiver, with reasons, within ten (10) days of receipt of the request.

POLICY VIOLATIONS

The University reserves the right to temporarily shut down a licensed facility (for 24 hours) should the policy not be followed, or should procedures as outlined in a facilities audit not be adhered to. Upon notification of a potential violation, the Facility's management will be provided reasonable opportunity to correct the stated violation. The Department of University Safety Shift Manager on-duty, in consultation with the Director of University Safety and the Director of Student Affairs, may shut down a facility immediately for non-compliance with this policy. Every effort will be made to work with bar management towards a solution prior to shutting down a facility.

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:

1. Issue a warning;
2. Refuse admittance to a facility for a set period of time;
3. Refuse to serve a beverage to an individual and/or have a beverage confiscated;
4. Close a facility immediately and/or for a set period;
5. Remove individuals from the facility;

6. Seek the assistance and/or intervention of the Ottawa Police and/or the Alcohol and Gaming Commission of Ontario;
7. 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
8. Take any other steps that are within the general supervisory power of the President as delegated to the Associate Vice-President (Students and Enrolment), or the delegate of the OAVP (Students and Enrolment).

Any violation of this Policy may also be addressed through the Office of the Associate Vice-President (Students and Enrolment). 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 AVP (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" – DECEMBER 2005

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 be served to no less than 3 patrons 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 after 12:00am.
13. Carleton Campus 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, s/he will be barred from Oliver's and may be subject to possible further actions from Department, University Safety and/or the Associate Vice-President (Students and Enrolment).

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 – SPLIT LICENCING EVENTS

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

For the purpose of this document, a split licensing 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.

Note: *each of the following criteria must be met a minimum of 28 days before the event is to take place. This amount of time is required for University officials to consider the request and work with the requester(s) in order to address any outstanding requirements the University has concerning the purpose or safety of the proposed event.*

The University reserves the right to deny any request for a split licensing event, 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:

- 1) Carleton University Risk Management Form must be fully completed and submitted to the Manager, Risk and Insurance 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) Split licensing events will 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.
- 4) Split licensing events that will not be considered are as follows:
 - a) events including, but not limited to musical concerts that are being organized for the general student population.

Questions regarding these criteria or the approval process for a split licensing event should be directed to Carleton’s Manager, 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 F of the Alcohol Policy.

Membership:

- a. Manager, 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 Associate 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 purposes.
2. In the preparation, organization, and planning of special events, Carleton University and its members place equal importance and priority to the matter of student and public safety.
3. Carleton University officials, departments, student associations, and individual students that are undertaking to organize a special event are 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.

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 Manager, Risk and Insurance on a soon as possible.
2. In consultation with the Manager, 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. Beyond public safety issues, should a proposed event require more in depth consideration, the Manager, Risk and Insurance shall call a meeting and the Committee shall consider the proposed event in person.
4. In the event the Committee has questions or modifications regarding the special event, these issues will be communicated by the Manager, 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, as much as possible, the proposal that was submitted to the Committee. In extraordinary circumstances, where there is an unacceptable risk to student or public safety, the Committee may deny the approval of an on campus event.
6. The Manager, 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 AVP (Students and Enrolment).