

**Policy Name:** Carleton University Alcohol and Cannabis Use Policy  
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**1. INTRODUCTION**

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

The University Alcohol and Cannabis Use Policy promotes self-responsibility and self-accountability with respect to the use of alcohol, cannabis and other substances. Provision for the sale, service and consumption of alcoholic beverages on University property and in-person activity is a privilege accorded only to the extent that there is compliance with all internal policies, rules and regulations of the University, applicable legal requirements as well as obligations to ensure a safe and secure environment. Carleton University complies with applicable federal, provincial and municipal laws regarding the use of alcohol and cannabis. It is both the University’s 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 threatened or compromised.

**2. POLICY OBJECTIVES**

This Policy has been developed to:

- Promote responsible attitudes and choices regarding alcohol and cannabis use;
- Advise the community regarding the legal restrictions related to the consumption of alcohol and cannabis on University property and/or in-person activities;
- Respect the needs of those who abstain from substance use or are underage;
- Promote awareness of the effects of the use and abuse of alcohol and cannabis;
- Provide educational programs aimed at prevention of alcohol and cannabis abuse;
- Discourage high-risk behaviours and substance use related practices through 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 and cannabis on University property and/or in person activities; and
- Minimize reliance on alcohol-related or cannabis-related sales and sponsorship.

### **3. SCOPE**

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

### **4. TRAINING AND EDUCATION**

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 Director, Risk and Insurance and shall comply with all legal and policy requirements.

#### **A. Creating Awareness**

New students will be provided with educational programming and materials that address the consequences of at-risk drinking and low risk cannabis use guidelines and provide strategies for harm reduction. These programs will be offered during Orientation week and throughout the academic year.

Multiple University departments provide education and support to students regarding substance use and well-being, including but not limited to; Student Affairs, Housing and Residence Life Services, and Carleton's Health Promotion team. Individual counselling is available for students with substance use challenges. Staff and faculty may access support through the Employee and Family Assistance program (EFAP).

#### **B. Mandatory Training**

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

- CUSA and RRRRA 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; and
- Any additional student groups that host events where alcohol may be provided or available.

#### **C. Working in Licenced Areas Where Alcohol is Being Served**

All Carleton University managers, staff, and volunteers of organizations who are involved in the service of alcohol must meet all legislated training requirements, University training requirements and be certified 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 events (newly hired food services staff who have been certified within the previous twelve (12) months of being employed can be exempt with proof of certification). Prior to certification, new staff must be supervised by certified staff. All other staff who are involved in the service of alcohol or the provision of safety services at licenced establishments must renew their Carleton University training after two years.

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.

## **5. POLICY REVIEW AND REPORTING**

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

Infractions of this Policy shall be reported to the Associate Vice-President (Student Affairs), AVP (SA) and the Director of Campus Safety Services. Regular reports concerning the operation of the Policy will be supplied by these officers to the VP (SE).

## **6. CONTACTS**

Vice-President (Students and Enrolment)

Delegate, VP (SE) – Associate Vice-President (Student Affairs), AVP (SA)

Director, Campus Safety Services

Director, Risk and Insurance

## **7. GENERAL Regulations**

### **A. USE AND POSSESSION OF ALCOHOL AND CANNABIS**

Consistent with the *Liquor Licence Act* of Ontario, and the Student Rights and Responsibilities Policy, no person shall:

- be intoxicated and disorderly in public on University premises or in-person activities;
- be in possession of, or consume alcoholic beverages, except when properly in attendance at a licenced establishment or event, or as permitted under the Residence Standards;
- apply for or obtain a special occasion permit for service of alcohol in any non-licenced space on University property without prior approval of the Director, Risk and Insurance or designate. For clarity all licences and permits to serve alcohol on University property must be in the name of Carleton University.
- be in possession of or consume alcohol anywhere on University premises if under the age of

nineteen (19) years;

- furnish alcoholic beverages to any person under the age of nineteen (19).

Consistent with the Student Rights and Responsibilities Policy and other applicable laws and policies, the following restrictions apply as it pertains to use, possession and distribution of cannabis on Carleton University property or in-person activities:

- No person shall consume cannabis in a public place, vehicle or workplace on Carleton University property or in-person activities. This includes but is not limited to buildings, garages and residences or in any areas prohibited by the Smoke-Free Ontario Act or any other applicable law;
- Persons who have not yet reached their nineteenth (19<sup>th</sup>) birthday may not purchase, consume, attempt to purchase, purchase or distribute cannabis;
- No person shall sell cannabis, other than an authorized Ontario cannabis retailer under the Cannabis Licence Act;
- No person shall distribute cannabis that is sold, or that is intended to be sold, other than an authorized Ontario cannabis retailer;
- No person shall purchase cannabis except from an authorized Ontario cannabis retailer;
- No person shall cultivate, propagate or harvest, or offer to cultivate, propagate or harvest, cannabis.

## **B. SECURITY SERVICES AT ALCOHOL-RELATED EVENTS**

Any time a function is organized on University property or in-person activity 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 Services, Campus Safety Services will determine if additional uniformed or non-uniformed officers will be required beyond those normally scheduled to provide safety and security on University property 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 the cost of any additional safety related staffing. (See also Appendix D)

The Director, Campus Safety Services or any officer assigned by them shall have the authority to terminate any function where the possession, consumption or sale of alcoholic beverages or consumption of cannabis is being conducted in violation of this Policy or in violation of the laws and regulations of Ontario and Canada (for example the *Trespass to Property Act*, *Liquor Licence Act*, *Smoke Free Ontario Act*, *Cannabis Act (Canada)*, *Cannabis Control Act*, *Cannabis Licence Act* etc.).

## **C. SERVICE OF ALCOHOL**

### **i) General Requirements**

- The service practices prescribed for venues licenced in Ontario are set out in the *Liquor Licence Act* and related regulations.
- All licenced facilities on University property will serve alcohol in compliance with this legislation. Licenced areas are the only public places on University property where alcohol may be consumed and served.
- The University will not permit liquor delivery services to come on University property, except to service licenced establishments.
- The University will not permit kegs on University property outside of service in licenced establishments or authorized events.
- Rules for licenced 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.

#### **ii) 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 Licence Act*, this Policy and all other applicable policies and legal requirements.

During Fall Orientation small facilities are required to enforce a drinking age of twenty-one (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.

#### **iii) 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 licenced 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 Licence Act* for facilities serving alcohol on University property . In addition to conforming to the requirements of the Alcohol and Gaming Commission, the *Liquor Licence Act*, this Policy and all other applicable policies and legal requirements, the following service practices must be implemented:

##### **1. Tracking Client Volume and Attendance**

Beginning at 8:00 pm 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 Care and Support, Mental Health and Conduct and to the Director, Risk and Insurance Services.

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 pm, entry to large facilities will be restricted to patrons that are nineteen (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:

- BYID card issued by the Liquor Control Board of Ontario
- Provincial Driver's Licence with photo
- Canadian Armed Forces Identification Card
- Canadian passport with photo or a passport from another country which contains a photo and the date of birth of the individual seeking entry
- Canadian Citizenship Card
- A Secure Indian Status Card issued by the Government of Canada
- A Permanent Resident Card issued by the Government of Canada
- A photo card issued under the Photo Card Act, 2008

## 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. In accordance with the Student Rights and Responsibilities Policy, a Carleton student who signs in a guest is responsible for the actions and behavior of their guest. (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 C 3).

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

- An Event Risk Management form to the Director, Risk and Insurance Services, 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 and 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. In addition, small facilities are required to enforce a drinking age of twenty-one (21) years of age between the hours of 11 am and 7 pm.

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

- 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 Director, Risk and Insurance Services 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.
- Designated Post-Secondary events will be defined by the Risk Management Committee.
- On nights when there is a designated Post-Secondary special event, students from an accredited Ontario post-secondary institution, who are nineteen (19) years of age or older, will be allowed access to a 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.

### **v) Alcoholic Beverage Service Restrictions and Procedures**

- Prior to 12:00 am, service is restricted to two (2) drinks per patron per order.
- After 12:00 am, service is restricted to one (1) drink per patron per order. Pitcher service will stop at 12:00 am.
- There will be no service of pitchers to a single person at any time.
- All sales and service of alcohol will stop at 1:30 am. There will be no announced last call prior to regular closing hours.
- No drinks of spirits will contain more than 1-1/2 ounces of alcohol.
- No one-ounce drinks (i.e., "shots" or "shooters") will be served after 12:00 am.
- No admittance to large facilities will occur after 1:00 am.



- All facilities will refuse admission and service of alcohol to any guest or patron who is or *appears* to be intoxicated.
- A list of individuals banned from University owned or operated venues is to be shared and enforced by all venues, Campus Safety Services, and the Office of Student Affairs.

**Note:** *Individuals who have been banned from licenced 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.*

- 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 Licence Act, the Cannabis Control Act, the Cannabis Licence Act, the Smoke Free Ontario Act, any other applicable law, this Policy or any other University policy. Removal of such bans is at the discretion of the management of each facility.
- In addition to inspections carried out by provincial or municipal authorities, any person designated by the VP (SE) including but not limited to:
  - the delegate of VP (SE)
  - the Director, Risk and Insurance Services and/or
  - the Director, Campus Safety Services

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

- After 8:00 pm all large facilities with capacity of over 150 patrons (including, but not limited to every Thursday night) shall:
  - require guests and patrons to enter the facility through the clearly marked primary entrance
  - serve all alcohol in plastic containers or tin cans,
  - institute a mandatory coat and bag check, and
  - 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.

- After 8:00 pm 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 Campus Safety Services staff.

#### **vi) Transportation**

- Where cannabis or alcohol are made available, a transportation plan must be in place to ensure any person who is or appears to be impaired will not be permitted to leave the premises until reasonable steps have been taken to ensure the intoxicated person's safe accompaniment or transport.
- Where no safe transportation is available to a patron leaving Ollie's, Mike's Place Pub, or other University owned or operated venue engaged in the service of alcohol or cannabis, while impaired or appearing to be impaired, a taxi or other designated driver service will be provided to ensure safe transport. This will be the exclusive responsibility of the event organizer or host who is facilitating the service of alcohol or cannabis.

#### **D. ALCOHOL OR CANNABIS DELIVERY SERVICE**

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

Alcohol or cannabis delivery services who are found delivering alcohol or cannabis to University property can be barred from entering under authority of Trespass to Property Act of Ontario.

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.

#### **E. RESIDENCE**

Housing and Residence Life Services sets out the provisions regarding alcohol and cannabis in relation to Carleton University Residence within the [Residence Standards and Agreement](#).

#### **F. 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 Assistant Vice-President, Recreation and Athletics AVP (RA) or the AVP (RA)'s delegate prior to the event and must submit the appropriate Risk Management Form for approval to the Director, Risk and Insurance Services 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.

## **G. ADVERTISING AND SPONSORSHIP**

All advertising of alcohol or cannabis, or events involving alcohol must conform to the regulations set out by the Alcohol and Gaming Commission of Ontario, the *Liquor Licence Act of Ontario*, the Cannabis Control Act, Cannabis Licence Act, any other applicable law, this policy, and other applicable University Policies.

- a) 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.
- b) Advertising of events must be responsible and in good taste and shall not promote substance use 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 University's operations, teaching, learning, employment and living environment.
- c) 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 or cannabis use is also prohibited.
- d) Sponsorship by the manufacturers or representatives of alcoholic beverages or cannabis for any event is not permitted.
- e) Brewery/distillery/distributor sponsorship of activities such as "most valuable player of the game" will not be allowed.
- f) Brewery/distillery/distributor 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.
- g) With the exception of Oliver's Pub and Patio, Mike's Place Pub, and licenced facilities operated by Carleton University, signage reflecting brewery/distiller/distributor advertising will not be allowed.
- h) The University retains editorial control of any alcohol or cannabis awareness and/or education sponsored by brewers, distillers, or distributors.
- i) Postings from licenced establishments that are not owned or operated by the University are prohibited.

With regard to advertising or sponsorship on University property, 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 Campus Safety

Services.

- For students and/or student groups a temporary or permanent removal of space booking privileges and/or a temporary or permanent restriction from participating in University led events.
- Restriction from hosting or holding events with alcohol or cannabis.
- Students can also be referred to the Director, Student Care and Support, Mental Health and Conduct for appropriate remedies as per the Student Rights and Responsibilities policy.

#### **H. RISK MANAGEMENT AND SPECIAL EVENTS INVOLVING ALCOHOL**

- 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:  
on University property or in-person, 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 on University property. 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 following Risk Management practices including but not limited to:
  1. The organizers of the event will be responsible to ensure that the Campus Safety Services is notified at least twenty-eight (28) days in advance via the submission of a Event Risk Management Form.
  2. Once submitted, the Event 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 licenced facilities on University property 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 or cannabis. References such as but not limited to pubs, pub-crawls, bashes, wipe-outs, drinking contests, etc., are not permitted.
  6. A guest sign-in procedure must be maintained for all special events at large facilities on University property.

**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.

#### **I. OFF-PROPERTY EVENTS INVOLVING ALCOHOL**

- a) The University will not obtain a special occasion or equivalent licence for non-approved events, on or off University property. No individual or organization shall use the name of the University for such application for a special occasion or equivalent licence.
- b) The University will not permit advertisement of an event, the sale of tickets, or access to buses or other conveyances for the event off University property .
- c) Individuals or student groups who violate these regulations may be subject to sanctions or limitations including but not limited to:
  1. A temporary or permanent removal of space booking privileges on University property, 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.

#### **J. 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 Services, who will consult with the Director, Campus Safety Services and the AVP (SA) and make a recommendation to the VP (SE) 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 and provide a fulsome explanation;
- 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

and applicable legal requirements. 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 is the sole discretion of the University, is final and not subject to appeal.

## **K. 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 Licence Act* of Ontario or any other applicable law. 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 licenced 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 or activities;
- 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 VP (SE), or delegate.

Where there are questions about the application of the Alcohol and Cannabis Use Policy, the Student Rights and Responsibilities Policy and/or related policies, they shall be determined by the VP (SE), or delegate, 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.)

### **Related Policies**

Student Rights and Responsibilities Policy

Student and Visitor Trespass Policy

Risk Management Policy

Residence Standards

Procurement Card Policy

Food Services Policy

Travel and Related Expenses Policy

Hospitality and Working Meal Expenses Policy

Cannabis Act (S.C. 2018, c. 16)

Smoke-Free Ontario Act, 2017, S.O. 2017

Liquor Licence Act, R.S.O. 1990

## APPENDIX "A"

### "HOUSE RULES"

**These house rules were approved by the Carleton University Risk Management Committee, which included representation from CUSA, the Manager, Ollies, Mikes Place, the Director, Risk and Insurance Services, and Campus Safety Services, and are subject to periodic review. These rules are posted publicly at Ollie's. All of the below provisions apply to Mike's Place with the exception of item 5 as it pertains to guests.**

Welcome to Ollie'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. Licenced hours of operation are 11:00 am - 2:00 am
3. In compliance with provincial legislation, patrons must be at least nineteen (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 Licence with photo
  - c. Canadian Armed Forces Identification Card
  - d. Canadian passport with photo or a passport from another country which contains a photo and the date of birth of the individual seeking entry
  - e. Canadian Citizenship Card
  - f. A Secure Indian Status Card issued by the Government of Canada
  - g. A Permanent Resident Card issued by the Government of Canada
  - h. A photo card issued under the Photo Card Act, 2008
5. Guests to Ollie'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 licenced 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 thirty (30) minutes prior to closing.
  10. All alcoholic beverages must be removed from the tables thirty (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 two (2) drinks per person per order will be in effect until 12:00 am. After 12:00 am, a limit of one (1) drink per person per order will be in effect. There will be no pitcher service and no one ounce (shooter) drinks after 12:00 am.
  13. Campus Safety Services is authorized to intervene where individuals:
    - a. Are involved in rowdiness, violence, discrimination or vandalism;
    - b. Demonstrate impairment by alcohol, cannabis or any other substance;
    - c. Engage in conduct which is abusive or dangerous to themselves, other patrons and/or Oliver's staff;
    - d. Consume alcohol or cannabis below the legal age limit or in public place or workplace where consumption is prohibited by law;
    - e. Consume cannabis below the legal age limit;
    - f. Smoke cannabis on the Carleton University property including but not limited to all public places, workplaces, buildings, garages and residences or consume cannabis in any areas prohibited by the Smoke-Free Ontario Act and any other applicable law; and
    - g. Are engaged in conduct that poses a danger to the health and safety of themselves or the community.

This establishment complies with the Ontario Human Rights Code ("the Code") and will not tolerate acts of harassment or discrimination, on grounds protected by the Code including but not limited to, ancestry, ethnicity, place of origin, race, creed (religion), sex, gender identity and expression, sexual orientation and disability. Any patron engaging in harassment or discrimination will be required 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 Ollie's and may be subject to possible further actions from Department, Campus Safety Services and/or the VP (SE) or their delegate.

**APPENDIX "B"**  
**Ollie's**  
**OPENING CHECKLIST**

DUS: \_\_\_\_\_ OLLIE'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 licence 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: \_\_\_\_\_ Ollie'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 University property or in-person 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 the safety and well-being of the students, patrons and Carleton community.

**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 Services 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 an All Ages event should be directed to Carleton's Director, Risk and Insurance.

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

**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 Services (Chair)
- b. Director, Student Affairs & Student Life
- c. Director, Student Care and Support, Mental Health and Conduct
- d. Director, Campus Safety Services
- e. one undergraduate representative
- f. one graduate representative

**Authority:**

This Committee operates under the authority of the VP (SE).

**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, health and well-being.
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 and law.

**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 Services.
2. In consultation with the Director, Risk and Insurance Services, Campus Safety Services will determine if additional uniformed or non-uniformed officers will be required beyond those normally providing safety and security on University property 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 Services, 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 Services 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 event.
7. The Director, Risk and Insurance Services and/or the Campus Safety Services 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.

