

Queen's University Alcohol Policy

Introduction

Queen's University is committed to fostering a safe and secure campus environment that

SECTION 2: GENERAL REGULATIONS

A. Risk Management at Alcohol-Related Events

1) Security

The organizers of any university-sanctioned event where alcohol will be served will be responsible of ensuring that appropriate risk management procedures are followed, as per all Queen's University Safety and Security policies.

b. Special Occasion Permits

A Special Occasion Permit (SOP) allows alcohol to be served for a limited time period. SOPs are for specific types of events and are not intended to be used as an alternative to the liquor sales licenses held by the university.

No person or organization may apply for a SOP on-campus without the written approval of the Executive Director of Housing and Hospitality Services (holder of the university's liquor license). Requests for approval should be made well in advance.

The AGCO recommends that on-campus occasions (particularly when a catering endorsement has been granted) should utilize the holder's license rather than an SOP.

2. Off-Campus Events

The university has an interest in off-campus events and activities that are organized by university groups or organizations and/or are advertised on campus.

Organizers of events that take place off-campus must be cognizant of their responsibilities under the [Off-Campus Activity Safety Policy](#). Off-campus events that are not sanctioned (by Queen's University, by the AMS or by the SGPS) are unsanctioned. As such, organizers may not advertise or sell tickets on campus or make other use of the campus or its facilities in organizing or running the event.

All university-related groups and organizations (students, employees) holding off-campus events require approval for the proposed event as outlined in their respective processes. The expectation of organizers and the approval process they must follow is outlined in . These processes are approved by the appropriate persons to ensure consistency with Queen's policies and to meet insurance requirements.

outlines the specific requirements pertaining to alcohol service at major off-campus events where alcohol plays a significant role. Event organizers are responsible for ensuring that events adhere to these requirements.

Events requiring bus transportation will be subject to additional regulations as outlined in F.

Under no circumstances does the university sanction events by groups that could be reasonably construed as being affiliated with Queen's where the primary purpose of the event is the excessive consumption of alcohol.

D. Residences

The possession and consumption of alcohol in residences by those 19 years of age and older are governed by this policy, the [Queen's University Residence Rules and Regulations](#) and the

E. Athletics

The possession and consumption of alcohol by students on inter-university teams and clubs (athletes, student leaders, managers, therapists and others who may have a role on the team and/or club), in intramural sports programs and in other recreation programs, recreational clubs, fitness, aquatics, etc. are governed by this policy, [the Athletics & Recreation Student-Athletes/Participants - Guidelines for Behaviour](#) and the

F. Sponsorship and Advertising

The university acknowledges that sponsorship and/or advertising by manufacturers or representatives of alcohol can be problematic, as evidence indicates that advertising does result in an increase in the consumption of alcohol¹. Thus specific policies are warranted to ensure that any such practices align with the objectives of this policy to foster a safe and secure campus environment that does not promote the excessive consumption of alcohol.

All advertising or sponsorship, where alcohol is involved, must conform to the regulations set out by the AGCO, the , this policy and other relevant university policies, including, but not limited to [Queen's University Trademark Licensing Program](#), Queen's [Signage Policy](#), [ResRules](#), and [Athletics and Recreation Policies](#).

1) General Requirements:

The words advertisement and ad will refer to any messaging or public announcement designed to convey information for the purposes of sales solicitation, donation, promotion or redirection towards other media for the purposes of sales, donation or promotion. The word advertisement will be taken to encompass both branded and non-branded messaging across any available media platforms. Examples of media/ad opportunities are outlined in G.

The producers of Queen's University-associated media platforms (henceforth "Publisher") reserve the right to reject, discontinue, or omit any advertisement, or to cancel any advertising agreement, for reasons satisfactory to the Publisher, without notice and without any claim for penalty. The Publisher will not publish any advertisement that

G: Policy Violations

Appendix A: Education, Training and Resources

General Student Population: Health, Counselling and Disability Services, AMS, the SGPS and other organizations will endeavour to partner to develop and implement creative, evidence-based, and context specific health promotion campaigns for the general student population that focus on the consequences of at-risk drinking and strategies for harm reduction. Where possible, campaigns will be co-implemented to maximize their impact.

New Students: New students will be provided with educational materials through programs that address the consequences of alcohol misuse and at-risk drinking, and strategies for harm reduction, including resources available at Queen's University and in the broader Kingston community. Orientation Week is recognized as a key time to raise awareness about alcohol misuse and provide skills to promote safe consumption, and therefore programs will be emphasised during Orientation Week and continue throughout the academic year. Education will be coordinated through Health Promotion, in collaboration with the Office of the Vice-Provost and Dean of Student Affairs, Residence Life, Orientation Roundtable, Faculty societies and other partners. Specific education for new varsity athletes will be offered by Health Promotion in collaboration with Athletics and Recreation.

Persons Experiencing Alcohol-Related Problems: Health, Counselling and Disability Services will provide specialized educational programs for students who are experiencing problems because of their drinking behaviour. Health Promotion will work with all campus judicial systems to ensure appropriate evidence-based educational sanctions are available in a timely manner. Individual counselling and referral to specialized community programs will be available for students with addiction issues. University employees may access counselling through the Employee Assistance Program (EAP).

A. Education, Training and Resources:

Mandatory training and/or resources on alcohol issues will be provided jointly by the AMS, the SGPS and the university each academic year to the following:

- Full time AMS staff and SPGS Executive;
- Residence staff, including Residence Life Coordinators, Dons, Residence Facilitators, MCRC and JRC staff and executive;
- Coaches, Athletics & Recreation staff, captains, student athletes/participants;
- Facilitators and leaders for all Orientation programs;

Executive members of all Faculty Societies;
Student managers at on-campus licensed establishments;
Club or event leaders who plan to hold events that include alcohol (e.g. AMS clubs, Formal committees, Queens' University Student Alumni Association, etc.);
Other student leaders as identified.

The scope of training and/or resources required for each group will be decided jointly by the AMS, the university and the SGPS and will vary.

Facilitators and Leaders for all Orientation programs: The university recognizes the critical role of Orientation Week in creating a healthy and safe culture for new students as they transition to post-secondary education. Training for facilitators and leaders for all Orientation programs will include collaboration between Health Promotion and the Orientation Roundtable (ORT), using evidence-based health information and approaches. Completion of alcohol awareness training, including signing a leadership contract, will be considered mandatory to participate as a facilitator or leader for all Orientation programs.

Staff, faculty members and TAs are important campus leaders. Education and resources will be provided to university employees and will include information about this policy, legal requirements, best practices, brief motivational interventions, how to engage students in conversations, how to respond to students who may be experiencing problems with alcohol, and their role(s) in supporting and enforcing this policy.

B. Training and Education - Working in Licensed Areas

Any individual who serves alcohol on the Queen's University campus must meet all legislated

C. Community Collaboration

The university recognize

Appendix B: Event Sanctioning Procedures (*in progress*)

[AMS event-sanctioning process](#)

Appendix C: Beverage Service and Operating Procedures

- a. Tracking Client Volume / Attendance
 - During any and all events where alcohol is served on-campus, and at all other events, steps will be taken, either through the use of “in and out” counters or other means, to monitor and comply with the approved legal capacity as determined by the license.

- b. Admission Requirements

Approved AGCO identification indicating a patron is 19 years of age or over is required to enter a licensed establishment. This includes:

- Valid Ontario or out-of-province driver's license with photo;
- Valid Canadian passport with photo;
- Canadian citizenship card with photo;
- Canadian Armed Forces card with photo;
- Liquor Control Board of Ontario “Bring Your Own Identification Photo card” (BYID) photo card;
- Valid international passport.

A valid Queen's University Identification Card (student, employee or a

d. Completion of a check

Appendix D: Service Procedures for On-Campus Units that hold their own License

(under review)

The University Club at Queen's, Inc.

Alcohol Policy and Procedures

1. Staff reserves the right to refuse the sale and/or serve alcohol to any individual that, in their opinion, is intoxicated or acting in a disruptive behavior. The individual may be asked to leave the premises.
2. Staff is responsible for verifying that each patron is of age of majority before being sold or served any alcohol.
3. If the event is a Student run event and alcohol will be served, the group will be asked to provide Student Constables or The University Club will provide extra staffing to identify guests that are not of drinking age.
4. Supervisors and/or management will keep track of persons entering and leaving The Club to avoid overcrowding and to ensure the capacity is within the liquor license approval.
5. All staff (that will be expected to serve alcohol) and managers must obtain their smart-serve certification and training before being allowed to serve any alcohol.
6. There will be no announcement of "last call" at any time.
7. Only single servings of alcohol will be served. Bottles of wine will not be sold to any individual at a Student event.
8. Management (or assigned supervisor) has the right to stop serving alcohol and closing the Bar service in a situation which they deem is necessary to avoid any potential disruptive behavior.
9. There will only be bar service during the time stipulated in the event booking. Management may, at their discretion, stop serving alcohol to avoid any disruptive behavior.

Hours of Alcohol Service

Monday to Sunday: 11 a.m. to 2 a.m.

New Year's Eve (December 31): 11 a.m. to 3 a.m.

Serving hours remain the same on federal, provincial and municipal election days.

The bartender will announce last call and that the bar will close at the appropriate time for that contract. No one will be allowed to be in the bar after the bartender has left. All alcohol will be locked away at closing time and the door will also be locked.

Legal Drinking Age

The legal age to drink alcohol is 19 years old. The legal age to serve alcohol in a licensed establishment is 18 years old. "Serving alcohol" includes taking drink orders, taking payment for alcoholic beverages, stocking the refrigerator or bar area, and bartending.

Age Identification

The only acceptable forms of age identification include:

- an Ontario driver's licence with a photo
 - a Canadian passport with a photo
 - a Canadian citizenship card with a photo
 - a Canadian armed forces card with a photo
 - a photo card formerly issued by the LLBO
 - an LCBO BYID photo card
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Maximum Drink Sizes

Alcoholic drinks may not contain more than 85 milliliters (3 oz.) of spirits each. Similarly, drinks sold in a pitcher intended for more than one person may not contain more than 85 milliliters of spirits per person. For example, a pitcher of margaritas for four people may contain no more than 340 ml. of spirits.

1) CAPACITIES

Room B:	139
Dining Room:	150
John Deutsch Room:	44
Board Room:	43
Pub:	105
Patio:	164

The Donald Gordon Centre has a Catering Endorsement as part of its Liquor Licence.

The holder of a catering endorsement may sell and serve liquor at a catered event in an unlicensed area of a licensed establishment and at a catered event away from the licensed premises in an unlicensed area where a Special Occasion Permit would otherwise be required. Light meals must be offered at the catered event. For example, a catering endorsement would allow you to cater liquor and food to weddings, private parties, etc. The Donald Gordon Centre must inform Queen's security, the Police Department and the Fire Department when we use our Catering Endorsement off the premises.

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These are a few of the important rules covered under Ontario's liquor laws:

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Let people under the age of 19 drink.

Encourage excessive drinking or serve alcohol to anyone you suspect may already be intoxicated.

Permit drunken, quarrelsome, violent or disorderly conduct.

Permit anyone in a licensed establishment to hold, sell, distribute or use illegal drugs.

Serve smuggled, home-made or watered-down liquor.

Allow guests to take out or bring in liquor.

Raffle liquor or hold contests that involve buying, drinking or winning liquor.

Discount the price of alcoholic beverages.

Allow noise from the premises to disturb the neighbours.

Do:

Make sure that you understand the Liquor Licence Act and Regulations.

Encourage responsible drinking.

If the person refuses to leave his or her car then have a designated driver take intoxicated person home and return with a cab - paid for by the Donald Gordon Centre.

If an intoxicated guest insists that they will drive after you have taken all reason steps to prevent them from driving, you may, as a last resort, need to call the police for assistance.

All drinks must be cleared by 2:30 a.m. at the latest, or $\frac{3}{4}$ hour after the bar is closed. Everyone must vacate the premises by 2:45 a.m.; including the pub, on normal nights. The door must be secured, with everyone out of the area, by the night janitor/security.

All bars must be run under the direction .vub,nheun

At events where alcohol is included in the price of admission, the amount included must be limited to the equivalent of two standard drinks, including wine. A maximum of two

Appendix F: Events Requiring Bus Transportation

Events requiring bus transportation to off-campus locations shall be subject to the following additional regulations:

- The proposed Carrier must be identified and approved as part of the regular approval process;

- The Event Organizers will submit the names and contact information of those individuals who will act as monitors;

- Event Organizers will provide a method of determining who has authorization to board the bus;

- Sufficient designated monitors, who remain sober, must be present to ensure that only the following individuals are allowed to board the bus:

 - Those who have a ticket or other authorization;

 - Those who are not exhibiting any signs of intoxication;

 - Those who do not have alcohol in their possession;

 - Those who are not acting in a troublesome manner.

- Sufficient designated monitors, who remain sober, must be present on each bus in order to respond to incidents that arise including emergencies;

- No alcohol is allowed on the bus at any time;

- The Event Organizers recognize that in the event of non-compliance with this policy or any other safety related concerns, bus transportation may be cancelled.

Appendix G: Definitions and General Terms of Reference for Advertising where Alcohol is Involved

The words advertisement and ad will refer to any messaging or public announcement designed to convey information for the purposes of sales solicitation, donation, promotion, or redirection towards other media for the purposes of sales, donation, or promotion. The word advertisement will be taken to encompass both branded and non-branded messaging, across any available media platforms.

Example media platforms include: print media (newspapers, books, magazines, newsletters, catalogues, brochures, pamphlets, leaflets, posters, post cards, rack cards, stickers, bookmarks,

Appendix H: Guidelines For Execution of Advertising Where Alcohol Is Involved

Purpose:

Advertising should not violate any internal university policies, including equity/human rights policies of codes of conduct, as per (

;

Advertising should not promote overt sexualisation of any gender, and should not use overt sexualisation as a mechanism to sell alcohol or promote attendance at an event where alcohol plays a significant role;

Advertising should recognize that some members of the Queen's community choose not to drink for a variety of reasons, and as appropriate, should be respectful of those who are non-drinkers.

To support these guidelines, resources and support are available online (insert web link when