



ADMINISTRATIVE POLICY ALCOHOL USE ON COLLEGE PROPERTY

EFFECTIVE: December 1996
REVISED: September 2009
REVIEWED: September 2009
RELATED POLICIES: [Use of College Facilities & Equipment](#)

POLICY

Consumption of alcoholic beverages during special occasion functions held on Northern Lights College property is legal only in those places licensed for this purpose by the BC Liquor Control and Licensing Branch (BCLCLB), and is authorized only at times and on conditions approved by the College Administration and the BCLCLB.

PROCEDURE

Exceptions:

1. This policy does not apply to training facilities on the Dawson Creek campus that complies with British Columbia's laws governing public restaurant facilities that serve alcohol or to any space or property that has been rented by the College for the same purpose.
2. This policy does not apply to student residence areas, if alcohol is being consumed in the private residence of individuals who are paying a fee for staying in residence, and who are of legal age to consume alcohol in the province of British Columbia.

Student Functions:

All student-oriented social functions held on Northern Lights College campuses must be sanctioned by the Campus Administrator and organized under the direction of the Campus Student Faculty Advisor. All events will require written submission to the Faculty Advisor and copied to the Campus Administrator 30 days prior to the event. Written submissions will include the following information:

- Person(s) requesting the event
- Purpose of the event
- Who is attending (students, invited guests, the public)
- Identification process of attendees
- The location or venue
- Date, time of commencement, and hours of operation
- Resources required for example:
 - Alcohol - how much and type: spirits, beer or wine
 - Sound equipment
 - College staff requirements (security, janitorial, etc)
 - Outsourced staffing ¹ (security, servers, bartenders)
- If student volunteers are being utilized; the capacity and role

¹ - All outsourced staffing needs must be from a recognized or registered company and cannot be through acquaintances or other informal means.

- Any liaison between the NLCSA volunteers and College staff (i.e. Security) as needed
- If money is being collected: The process and person(s) responsible
- Refund process and/ or limitation to the process: Any exceptions must be clearly documented and posted where money is being collected.
- Requirements if alcohol is being served:
 - The servers/bartenders Identification (names and *Serving It Right* certificate number)
 - Photocopies of Special Occasion Licenses granted by the Provincial Liquor Board
 - Transportation requirements and coverage to help prevent patrons from driving under the influence
- Set up and dismantle plan: This plan will also include janitorial needs and process that will be employed

All student council members and patrons of the event will comply with all laws, rules and regulations as set out by the British Columbia Liquor Control and Licensing Branch (BCLCLB). The designated person acting on behalf of the student council applying for the Special Occasion License (SOL) must attend the event in addition to supplying contact information for the day prior and at least one day after the date of the event.

A copy of the SOL obtained by the NLCSA must be prominently displayed at the event in addition to any drink sales or terms. Event advertisements may not include any reference to the sale of alcohol, provision of alcohol, any alcohol vendor or include manufacturer logos, symbols, or mascots.

Once the submission has been reviewed by the Faculty Advisor and Campus Administrator, a meeting will be held within 15 days between student council representatives, the Faculty Advisor, and the Campus Administrator. In this meeting, the submission plan will be examined and discussed.

Northern Lights College reserves the right to set special requirements for use of the facility during the special event or deny permission to hold any event outside of normal College functions.

If stipulations are made by the College, the NLCSA will have 2 days to reply to the stipulations and provide confirmation to the faculty advisor and the campus administrator that the stipulations have been met.

Once all requirements are met to host the applied-for event, a letter on Northern Lights College letterhead will be issued by the campus administrator granting permission for use of the specified area of the campus during the requested hours of operation.

The letter will include:

- College's recognition of event and permission for facility
- Date(s) and time(s) of event(s)
- Any restrictions or special requirements the College requires of the NLCSA and the NLCSA acceptance of such stipulations
- All Northern Lights College's provisions (extra security, janitorial staff, etc)
- A MOU of NLCSA agreeing to be responsible for any damages that may result from student council members, guests, or other patrons participating in the event
- Signatures from both the campus administrator and student council representative

The letter will be attached to the original submission and copied to the Administrator, NLCSA,

and the local detachment of the RCMP.

The student council will be responsible for informing the local detachment of the RCMP of the event and providing copies of the permission letter and NLCSA written submission to the RCMP.

Copies of the document will be kept on file by both the College and the NLCSA for the period of one year. Archived copies may not be utilized for the purpose of renewing permission for new events. The process outlined in the policy must be followed each time an event is sanctioned.

Where alcohol is consumed at a function on College property, the College recognizes the importance of encouraging participants to exercise care not to drink and drive. The College encourages the staff, Student Association, Student Council or any group which organizes a social event on College property at which alcohol may be available, to promote "Designated Drivers" and "Do Not Drink and Drive" campaigns as appropriate in the circumstances. Groups should also make individuals aware that non-alcoholic beverages will be available.