

## PROCEDURES

Policy Name	<b>Alcohol on Saskatchewan Polytechnic Premises</b>		
Policy #	<b>305</b>	Category	<b>Facilities</b>
Policy Sponsor	<b>Associate Vice-President, Facilities Management &amp; Development</b>	Previous Revision Date	<b>April 9, 2018</b>
Policy Approved by	<b>President &amp; CEO</b>	Issue or Revision Date	<b>November 1, 2024</b>
Procedures Approved by	<b>CFO &amp; Vice-President, Administration</b>	Review Date	<b>November 2029</b>

See the related [POLICY](#).

### DEFINITIONS

**Alcohol:** an intoxicating substance that may be used as a food or beverage and includes:

- a) beer, wine and spirituous, fermented and malt liquor.
- b) any combinations of food or beverages or either of them containing a substance that is intoxicating

**Event:** a gathering of employees, clients, faculty, or combination of these stakeholders, hosted by a SaskPolytech located at an owned or leased premises.

**Premises:**

- a) Refers to all existing physical space owned or leased by Saskatchewan Polytechnic.
- b) Refers to any location where SaskPolytech is hosting, operating, or organizing an event.

### PROCEDURES

#### General Provisions

1. Organizers of a formal or informal event are responsible for ensuring the appropriate licenses or permits are in place when alcoholic beverages are served once approval has been granted.
2. Organizers of a formal or informal event are accountable for ensuring the appropriate steps outlined in these procedures are followed in preparation for an event except where noted.
3. Gambling or games of chance are not permitted unless licensed by Saskatchewan Liquor and Gaming Authority (SLGA). Prizes at authorized events may not include any type of alcohol.
4. The organizer of events and/or the group they represent shall be held responsible for any damage to Saskatchewan Polytechnic (Sask Polytech) assets or property that occurs during or as a result of the event.
5. The consumption of alcohol during authorized events shall conform to this policy and the stipulations of the Restaurant or Special Occasion Permit.
6. Self-serve bars are strictly prohibited.

## Planning an Event

1. A **Facility Rental Agreement Form** must be completed and emailed to Facilities Management & Development to secure the venue and start the approval process 20 business days prior to the event. The associate vice-president, Facilities Management & Development, or designate's approval is required prior to obtaining a Special Occasion Permit as outlined in this policy.
2. A Special Occasion Permit from SLGA is required for any formal or informal event on Sask Polytech premises where alcohol will be consumed, except for areas licensed by a Restaurant Permit.
3. Designated areas are covered by a Restaurant Permit and are managed by the School of Hospitality and Tourism. For more information, contact the campus Hospitality Services office.
4. Security and facility requirements for each event will be assessed and arranged by the Campus Facilities Manager, in consultation with Health, Safety & Security. If additional resources are required for an event, the event organizer will be notified. Any extra resources required shall be obtained at the expense of the event organizer.
5. Sask Polytech reserves the right to request proof of appropriate insurance coverage of third parties.
6. The actual number of guests expected at an event will be used for the Special Occasion Permit as opposed to the maximum occupancy of the room where the event is being held.

## Start and End Times of Events

1. Any event involving alcoholic beverage service shall not disrupt regular Sask Polytech operations or begin before 3:00 p.m.
2. Start and end times for events are subject to the approval of the associate vice-president, Facilities Management & Development, or designate.
3. Signs are required at the entrance to the event that stipulate proof of age requirements, service rules, behaviour expectations and notice of a Designated Driver Program.

## Staff Training

1. Responsible alcohol service is imperative, and the event organizer is expected to encourage and promote responsible liquor consumption.
2. Servers will have read and understood the Policy and these Procedures.
3. The event organizer shall conduct a review of guideline requirements for serving personnel prior to events.
4. Prior to any event at which alcohol will be served, organizers of events will have a process or procedure in place for dealing with and assisting an intoxicated person to ensure their safety and the safety of others.
5. The organizing staff or volunteers may not under any circumstances consume alcohol before, during, or after the event while on Sask Polytech property.

## **Advertising Guidelines**

In addition to the SLGA directives on advertising alcohol-related events, the following general guidelines are in effect:

1. Advertising cannot promote over-consumption or abuse of alcohol, drunkenness, drinking contests, the portrayal of alcohol as a solution to personal or academic problems or as necessary to success.
2. Event advertisements shall not feature alcohol or alcoholic beverage prices as the prominent element or mention the offering of free alcohol. Alcohol drinking contests of any kind are illegal and will not be allowed at any time on Sask Polytech property.
3. The name of the event used in any advertisement must correspond to the name on the Special Occasion Permit. Reference to alcohol is not permitted, unless specific SLGA approval is granted.
4. Advertising and promotion of events are to be conducted in a manner that is consistent with the Sask Polytech Harassment Prevention and Response Policy and the goal of achieving a respectful environment.
5. All types of advertising for events require the approval of the associate vice-president, Facilities Management & Development, or designate.
6. Advertising that does not conform to Sask Polytech guidelines will be removed.

## **Security**

1. Security planning is required for every event and will be applicable based on the event specifics.
2. Security personnel shall at no time consume alcohol before, during, or after the event while still on Sask Polytech property.

## **Responsible Alcoholic Beverage Service**

1. Event organizers are responsible for denying entry or serving persons who appear to be intoxicated. If there is any cause for concern that denial of entry or removal of an intoxicated person may result in risks to the safety of the individual, then reasonable steps should be taken to mitigate those risks.
2. Signs are to be posted near the alcohol service area that indicate servers shall refuse service to event participants who appear to be intoxicated or are otherwise at risk.
3. Alcoholic beverages are not to be removed from the facility or taken to any unlicensed area during or after events.
4. No alcoholic beverages other than those purchased under the authority of the license or permit shall be had, kept, or consumed at the event.
5. Alcohol may be served only during the hours specified on the permit. All alcohol must be removed from event tables 30 minutes after the specified end time and announcing "last call" is prohibited.
6. The use of designated drivers must be promoted and telephone numbers for taxis must be on hand.
7. The event organizer must have a contingency plan for dealing with emergency situations and/or terminating an event prior to the scheduled end time if necessary.

## **Enforcement**

1. Any violation of this policy, or the Restaurant or Special Occasion Permit regulations, can result in the immediate vacating of the facility during the event, and may result in the suspension of future events.
2. Any fees submitted by the event organizer shall not be returned.
3. All events are subject to inspection by Sask Polytech designated security and/or management and inspectors of SLGA.
4. Inappropriate conduct by employees or students will be addressed under the relevant conduct policies.