

## POLICIES AND PROCEDURES

<b>SECTION TITLE:</b> OPERATIONS	<b>SECTION REFERENCE:</b> OP
<b>POLICY TITLE:</b> SERVING OF ALCOHOL	<b>POLICY NUMBER:</b> OP-001

### **POLICY STATEMENT:**

THE STUDENT CENTRE IS COMMITTED TO PROVIDING FOR THE NEEDS OF THE UNIVERSITY COMMUNITY, WHILE PROTECTING THE SECURITY OF THE INDIVIDUAL AND THE INTERESTS OF THE YUSC ITSELF. ALL MEMBERS OF THE COMMUNITY ARE ENCOURAGED TO PARTICIPATE ACTIVELY IN THE LIFE OF THE STUDENT CENTRE, WITHIN THE PARAMETERS OF THIS POLICY.

**PURPOSE:** TO OFFER SECURITY TO THE UNIVERSITY COMMUNITY WHILE PERMITTING THE CONSUMPTION OF ALCOHOLIC BEVERAGES ON THE STUDENT CENTRE PREMISES UNDER THE TERMS AND CONDITIONS CONSISTENT WITH APPLICABLE LEGISLATION AND REGULATIONS.

### **PROCEDURE:**

#### 1. AUTHORITY:

The Executive Director of the Student Centre, in accordance with the Student Centre Corporation's separate liquor licence and the Executive Director's employment contract, is vested with the ultimate authority for the administration of the Liquor Licence Act in the Student Centre.

#### 2. ELIGIBLE PATRONS:

In compliance with the Student Centre Management Agreement, during the fall-winter academic term eligible patrons include all members of the York University community, i.e. students, staff, faculty, alumni, and guests as defined in Section 3. This governs events held while The Underground is operating primarily as a liquor service operation.

#### 3. GUESTS:

(a) Non-members of the York community may attend YUSC events at The

Underground as guests on a self-sign-in basis. All such guests in attendance at The Underground accept full responsibility for their actions while on the premises of the Student Centre and York University. An admission charge greater than that charged York University students may be established by the Executive Director and apply to all guests.

- (b) During student club rentals of The Underground, the Executive Director may establish general policies and procedures including but not limited to a one guest per student policy.
- (c) Seneca @ York students who purchase Seneca events passes should be accorded the same privileges as York students. All other Seneca @ York students shall be deemed guests. The Executive Director may, at his/her discretion for special events, waive the guest provisions for Seneca @ York students.

#### 4. RENTALS:

Any student clubs renting The Underground shall be required to enter into the standard Underground rental agreement enforced from time-to-time, as established by the Executive Director .

#### 5. MINORS:

- (a) Minors who are York students with valid University identification may attend functions held while The Underground is operating primarily as a liquor service operation.
- (b) During large functions, (i.e. when anticipated attendance is greater than 150), ALL patrons will be required to wear an identifying bracelet to differentiate between those patrons who are 19 years of age or older and those who are not. No patron shall be permitted to remain on the premises without wearing a bracelet.
- (c) No underage patron shall purchase, attempt to purchase, or consume alcohol in The Underground. No patron shall provide alcohol to a minor for any purpose whatsoever.
- (d) Non-student minors who are children of York students, faculty or staff in the accompaniment of their parents may attend concerts and other non-liquor related events held in The Underground.

#### 6. COMPLIANCE WITH THE LAW:

All patrons and staff of The Underground are required to abide by the Liquor Licence Act, the Criminal Code, the Ontario Human Rights Code, other applicable legislation and appropriate Student Centre or York University policies and regulations.

## 7. SANCTIONS:

A. Violations of any of the above will be subject to the following sanctions:

- (i) staff of The Underground may:
  - a. prohibit entry to The Underground or licensed functions in the Student Centre of persons whose presence on the premises is deemed undesirable; and
  - b. eject persons from the licensed premises whose presence is deemed undesirable (unless the guest is in danger of being harmed, under which circumstances The Underground staff shall exercise due care).
  - c. Any action in (a) or (b) above shall be reported immediately to the manager on duty.
  
- (ii) managers in charge of The Underground, in addition to (i) above may:
  - a. ban persons from The Underground and licensed functions in the Student Centre for up to an eight month period;
  - b. discipline or discharge staff as deemed appropriate and;
  - c. commence procedures to recover costs for damages related to activities on the licensed premises.
  - d. Any action in (a), (b) or (c) above shall be reported to the Executive Director the next business day via e-mail immediately.
  
- (iii) taking into consideration the nature and extent of breaches, the Executive Director may:
  - a. extend a patron's ban to all campus licensed premises;
  - b. extend the term of the ban beyond eight (8) months;
  - c. discipline or discharge Student Centre employees.
  - d. Any action in (a), (b) or (c) above shall be reported to the SSA Committee at its next regularly scheduled meeting.

## (B) MINORS

- (i) Any underage patron who is caught drinking liquor or who is ascertained to have been drinking liquor on a licensed premise in the Student Centre shall be prohibited entry into any University or Student Centre licensed premises until eight (8) months after attaining the age of majority. Such prohibition shall be effective immediately with no right of appeal.
- (ii) Any patron or staff who knowingly provides or supplies liquor to a minor shall be subject to sanctions in accordance with Section 6. A of this policy.

**PROCEDURES**

**(a) REQUIRED NOTIFICATION**

All decisions regarding sanctions shall be communicated in a timely manner by the LMA/YUSC Manager to the other campus Licence Holders, the Executive Director of Safety, Security and Parking and the Director of Student Affairs.

**(b) APPEALS**

An appeal from actions taken under 7. A. i and ii above, will only be considered, by the Executive Director , in cases when it is believed the decision was reached on the basis of incomplete or inaccurate facts to the case. Appeals will be governed in the following manner:

- (i) The appeal must be submitted in writing to the Executive Director , within two weeks of the date of the letter of notice referred to in Section 7 (a) above.
- (ii) The Executive Director will preside over a hearing of the appeal within ten working days of receiving the notice of appeal.
- (iii) The applicable staff and manager will be in attendance at any appeal hearing to provide factual evidence pertaining to the case as requested.
- (iv) The Executive Director will forward his/her findings in writing to the appellant as soon as possible after the hearing.
- (v) The Executive Director retains at all times the legislative authority to confirm or reverse the initial penalty invoked.
- (vi) There is no appeal from decisions of the Executive Director , under this policy.

**(c) RECORDS**

Staff, managers and the Executive Director shall maintain an itemized log of actions in i, ii or iii above.

<b>Contact Person (title):</b>	Executive Director / Underground Operations Manager
<b>Cross-Manual Reference:</b>	
<b>Monitoring Tools:</b>	Board Minutes
<b>Relevant Forms:</b>	N/A

<b>ED Approval Date:</b>	24 November 1994
<b>Review Dates:</b>	
<b>Revised Date(s):</b>	May 19, 2006 Administrative Changes: SCC to YUSC and GM to ED.