



Events & Beverage Service Policy

Policy #:	6003
Current Publication Date:	January 2011
Previous Publication Date(s):	June 2010
Office of Accountability:	Campus Services & Security
Administrative Responsibility:	Director, Campus Services & Security
Approver(s):	Vice-President, Finance & Administration

1. Purpose

OCAD University ("OCAD U" or "the University") recognizes the unique social needs of a creative campus community and strives to provide an environment where these needs can be reasonably met. The University also strives to maintain a safe and secure environment in which the consumption of alcohol on campus does not harm or disrupt the teaching, learning and living environment of others. This policy, along with relevant Ontario Provincial Alcohol & Gaming policy, is intended to assist the OCAD U community in executing events on campus, with safety as a key component.

2. Scope

This policy applies to all internally and externally booked events at the University and is applicable to all members of the OCAD U community on campus, including students, faculty and staff, as well as visitors and guests. All University events require the oversight of Campus Services & Security (CS&S) from a crowd and/or alcohol management perspective.

3. Policy

Events taking place on University premises require detailed planning and coordination. This policy is intended to outline the OCAD U procedures to be followed when hosting an event on campus, whether or not alcohol is being served.

Room Booking

Event venues must be booked through Campus Services & Security, following the Room Booking Procedures as outlined on the OCAD U website under Facilities Rentals http://www.ocad.ca/about_ocad/facilities_rental.htm.

Clean-up

Event organizers must ensure that all garbage and recycling is properly collected after an event is concluded and rooms are returned to the pre-event condition, unless specific arrangements have been made in advance with CS&S to provide (and pay for) housekeeping services. All food and beverage containers should be properly collected and recycled if possible. Bottles should be removed from the premises. Disposable plates, cutlery, and cups should be placed in clear plastic bags for recycling, if applicable.

All unused food and beverages must be removed immediately following an event.

Alcohol Service

In order to serve alcohol at an event, the following is required:

Special Occasion Permit (SOP)

- A SOP must be completed and submitted to any LCBO store location at least 3 weeks prior to an event (SOPs take at least 2 weeks to process), and alcohol may not be served without a properly processed SOP.
 - SOP Application Fees:
 - Open bar (free drinks) \$25.00
 - Cash bar \$75.00
- The application must include a floor plan, highlighting the room(s) in which alcohol will be served, including hallways, if it is to be served in more than one location.
- If alcohol is being served at no charge, attendance must be restricted to invited guests only, and this must be indicated on the SOP application. A guest list must also be presented on the day of the event; and one or more persons must be designated by the event organizer(s) to greet guests and verify their invitation on the guest list. No one may be allowed to enter unless: a) their name is on the list; b) they are accompanied by a guest on the list; or c) they are personally known by the designated greeter(s) to be a senior official of the University.
- The SOP must be posted in plain sight at the event.
- The SOP applicant (or designate) must be present at all times during the event.
- All requirements of the SOP including, but not limited to, attendance maximums, food and beverage service, and charging for alcohol must be adhered to.
- A SOP application must be obtained from Campus Services & Security or downloaded from http://www.agco.on.ca/forms/en/1575_a.pdf. Floor plans can also be obtained at Campus Services & Security.

Smart Serve Staff

All alcohol must be served by individuals who have SmartServe certification, including at events with external caterers. All government regulations including, but not limited to, legal drinking age and non-service to persons who appear to be inebriated, must be adhered to.

Anticipated # of Guests	# of Smart Staff Required
0-50	1
50-150	2
150+	3 or more

Alcohol Storage

Alcohol to be served must be brought to OCAD U on the day of the event only and any unused alcohol must be removed immediately after the event. Alcohol cannot be stored on campus the day(s) before or after the event.

Wrist Banding

If there is a possibility that underage persons will be present at the event, wrist-banding by Security must occur.

Security Coverage

The organizer(s) of an event on University premises must act in a responsible manner, with due regard to the safety of all concerned. Persons organizing an event should be aware that, based upon recent court decisions, they, as well as the University, could be held vicariously liable for injury or death resulting from over-consumption of alcohol at an event. The event organizer(s) must minimize the risk of such liability by understanding and following this policy and by exercising due diligence.

In this regard, Security staff must be present at every large event, and at every event where alcohol is served, in order to maintain a safe environment for all attendees, and ensure the appropriate service and responsible consumption of alcohol. The role of Security is to assist event organizers in limiting their personal liability, as well as that of the University, by ensuring the following specific practices are followed:

- No person under the legal drinking age is to consume alcohol or be served or supplied with alcohol, and this is to be controlled by means of wrist-banding if under-age persons are present
- Photo identification with proof of age must be produced on request by anyone wishing to be served or to consume alcohol
- No person is to be served who appears to be intoxicated
- No activities are to be permitted that involve a reasonably foreseeable risk of harm.

The amount of security covered required will vary depending upon the location, number of guests, and type of event.

Location	Anticipated # of Guests	# of Security Staff With No Alcohol	# of Security Staff With Alcohol
Great Hall (Room 270)	0-149	2	3
Great Hall (Room 270)	150+	3	4
Auditorium (Room 190)	0-149	1	2
Auditorium (Room 190)	150+	2	3
Lambert Lounge (Room 187)	0-80	0	1
Professional Gallery	0-50	0	2
OCAD U Student Gallery	0-50	0	1
Graduate Student Gallery	0-80	0	1

* as per AGCO maximum room capacity formula

For spaces not listed above, please contact Louis Toromoreno, Manager, Campus Security, 416-977-6000 ext. 622 or ltoromoreno@ocad.ca

Events after Hours

When booking an event at OCAD U that requires a building to be open earlier or later than regular operating hours, additional security above and beyond that specific event-related coverage identified above will be required. Please note that different buildings on campus have different hours of operation.

Security staff is hired at a rate of \$25 per hour, with a minimum of 4 hours (\$100) per guard for all events.

Security arrangements should be made through Louis Toromoreno, Manager, Campus Security, 416-977-6000 ext. 622 or ltoromoreno@ocad.ca.