



Alcohol at Red Deer Polytechnic Procedure	
Parent Policy: Alcohol at Polytechnic Events and Facilities	
Category: Administrative	Approval Date: June 25, 2020
Procedure Owner: Vice President Finance and Administration	Effective Date: July 1, 2020
Procedure Administrator: Director, Ancillary Sport and Services	Review Period: 5 years
Associated Documents: Alcohol at Polytechnic Events and Facilities Policy Licenced Event Proposal Licenced Event Security Approval Hazard Assessment Form Gaming, Liquor and Cannabis Act Alberta Gaming, Liquor and Cannabis Commission – Liquor Agency Handbook Alberta Gaming, Liquor and Cannabis Commission – Liquor Licensee Handbook	

PURPOSE

To direct the Polytechnic's actions concerning the provision and consumption of alcohol.

PROCEDURE

All Red Deer Polytechnic staff and students have an obligation to make legal and responsible decisions about their consumption of alcohol in or on Polytechnic facilities, at Polytechnic events, while involved in the business of, or while representing the Polytechnic, or in activities related to the Polytechnic.

Events

1. For events at Polytechnic facilities, including events booked by external clients, alcohol purchase and service must be arranged through the Hospitality Services Coordinator, with the exception of the following:
 - a. The Far Side Venue only (purchase must be arranged through the Far Side Manager).
2. Events at satellite locations (Downtown School of Continuing Education, Welikoklad Event Centre) follow procedures as per the main campus, with alcohol service facilitated by the Hospitality Services Coordinator.

3. Should the service be unavailable due to multiple bookings for the same date, or unique logistics of an approved event, the Polytechnic may secure an external service provider to fulfill these duties.
4. Organizers of Polytechnic events where alcohol is served must encourage and promote moderation in alcohol consumption. Food items, along with a selection of non-alcoholic beverages, must be offered and displayed on a menu.
5. If staff are aware an apparently intoxicated person drove to the licensed premises, the staff should suggest the person take a taxi and offer to call for one.
6. If an apparently intoxicated person leaves a licensed premises and gets into a motor vehicle to drive, staff should note the license plate number, model and colour of the vehicle and the direction the vehicle is travelling, and notify police immediately.

Licensed Event Approval and Reporting

1. The following events require approval by a member of Senior Administration and the Manager of Security and Emergency Response (the event organizer must complete the [Licenced Event Security Approval Form](#)):
 - a. events with a Special Events Liquor Licence;
 - b. events in gymnasiums;
 - c. events with an attendance of greater than 75, except for
 - i. events in the Arts Centre Front of House area, and
 - ii. daily operations/low risk events in the Far Side Bar and Grill;
 - d. external events, held outside of Polytechnic facilities, that are still sanctioned by the Polytechnic.
2. Far Side Bar and Grill events deemed to be higher risk by the Far Side Manager require approval by the Manager of Security and Emergency Response.
3. For all other events, the event organizer must complete the [Licenced Event Proposal Form](#).
4. The following event organizers send the Manager of Security and Emergency Response a list proposed events at mid-August, mid-December and mid-April, and provide updates throughout the year as needed:
 - a. Hospitality Services Coordinator; and
 - b. Far Side Manager.

Events Requiring a Special Events Liquor Licence

1. Events requiring a Special Events Liquor Licence must be approved using the [Licenced Event Security Approval Form](#).
2. A Special Events Liquor Licence is required for:
 - a. events at POLYTECHNIC facilities not covered under the Red Deer Polytechnic liquor licence (see Appendix A), and
 - b. events that are advertised as events serving alcohol open to the general public.
3. The Special Events Liquor Licence must be displayed throughout the event.

DEFINITIONS

Polytechnic facility: Any property owned, leased or under the control of Red Deer Polytechnic, including the Students' Association facilities.

External client: A group or individual who is not a Polytechnic employee or student, or a Polytechnic employee or student who wishes to book facilities for activities not related to Polytechnic business.

ProServe: A mandatory training program for all people serving or selling liquor or providing security in a licenced premises (full- or part-time) in Alberta.