



## School District No. 27 (Cariboo-Chilcotin)

### ALCOHOL PROTOCOLS

**Policy No. 3519**

Effective: 2016.10

Initial Adoption: 2016.10

#### **Preamble**

Under the *School Act*, the Board of Education is obligated to provide facilities and grounds sufficient to conduct School Age education programs.

#### **Policy**

**The Board of Education recognizes that schools are primarily for the use of children and supports the philosophy that this use is incompatible with the consumption of alcohol on school district property or at school events where students are present. Therefore, serving or consumption of alcohol upon properties owned or operated by the Board of Education is prohibited, unless special permission is granted.**

#### **Regulations**

##### **A. Definitions**

1. **School/District Use:** For the purpose of this policy, "School/District Use" refers to use for:
  - Activities sponsored, authorized, organized and/or supervised by the District, School, District Parent Advisory Council, or Parent Advisory Council and be for the primary benefit of School District students and be at no cost to the students or be a fundraiser with all monies going to a School District or PAC/DPAC bank account for the primary benefit of School District students.
  - Activities sponsored, authorized, organized and/or supervised by the District or School and be for the primary benefit of School District employees, parents or the community at large.
  - Meetings of School District employee association's or union's membership, held on School District properties (owned or operated).
2. **User(s) of a Facility:** For the purposes of this policy, "User(s) of a Facility" is defined as any individual, organization or business renting a facility.

##### **B. School / District Use**

1. Serving or consumption of alcohol upon properties owned or operated by the Board of Education is prohibited.
2. Consumption of alcohol is not permitted on student field trips or any off-site school event where students are present.

3. Storing of alcohol upon properties owned or operated by the Board should not occur. It is recognized that on occasion it may become necessary to temporarily store alcohol on school district premises. The School Principal or Building Manager must be made aware that there is alcohol on the premises. A plan, authorized by the School Principal/Building Manager, must be in place to ensure any alcohol being stored on the premises is in a secured space where students have absolutely no access.
4. At no time shall alcohol be transported or consumed in any school district owned or leased vehicle (the definition of district vehicle includes school buses).
5. The School District will not benefit from the sale of alcohol at events/functions or at fundraisers. No permission will be granted for any District or school specific fundraising events. This includes events sponsored by Parent Advisory Councils.

**C. User(s) of a Facility**

1. The Secretary Treasurer has authority to approve the serving of alcohol on school district properties when extenuating circumstances arise. (eg. where no other non-school district facilities are available).
2. Applications will only be approved where appropriate steps have been taken to mitigate to the greatest extent possible the Board's exposure to liability.
3. All restrictions expressed and implied by the BC Government Liquor Act are applicable. Special Occasion Licenses are issued under the *Liquor Control and Licensing Act* to authorize the selling or serving of alcohol at the place designated in the license. A valid certificate issued under the Responsible Beverage Service training program is mandatory.
4. At minimum, at least one School District custodian must be present at all times at events where alcohol is served and consumed. More staff may be assigned at the discretion of the Secretary Treasurer.
5. Consuming alcohol during times of regular District operation (i.e 7:00 am – 6:00 pm, Monday – Friday) or at any time students are present, will not be permitted.
6. For special permission to be granted, applications must be in writing to the Secretary Treasurer, received a minimum of three (3) weeks in advance of the event, and include:
  - a. Clear acknowledgement that approval is conditional on the appropriate license issued by the Liquor Control and Licensing

Branch (LCLB) is obtained and that a copy of the license will be provided to the Secretary Treasurer at least one week prior to the event.

- b. Clear acknowledgement that approval is conditional on the appropriate valid certificate issued under the LCLB Responsible Beverage Service training program naming the person responsible for the serving of alcohol at the event is obtained and that a copy will be provided to the Secretary Treasurer at least one week prior to the event.
  - c. Clear acknowledgement that approval is conditional on the appropriate liability insurance in the minimum amount of two million dollars (\$2,000,000) with a Host Liquor Liability clause is obtained and that a "Certificate of Insurance" is provided to the Secretary Treasurer at least one week prior to the event.
  - d. An adequate plan for the security and control of the function.
7. Additional fees will be assessed and are due one week prior to the event:
- a. A refundable damage deposit in the amount of at least 50% of the rental value.
  - b. \$30.00 per hour fee for each school custodian assigned to monitor the event.
8. Any user group failing to comply with the foregoing requirements, or being deemed guilty of any misuse of Board permission, shall be refused further use of school facilities and grounds.