



RATIONALE:

District buildings may be used for community social functions, where permitted, and as such, it is necessary to establish procedures for the consumption of alcoholic beverages. The District's primary mandate is to provide quality education to students and thus the District must ensure that the education is not compromised as a result of this procedure.

The consumption of alcohol on school property is not permitted, except where prior approval has been sought and granted in writing.

PROCESS:

1. Use

- 1.1. The serving or consumption of alcohol on school property is prohibited, unless written authorization is provided by the Secretary-Treasurer.
- 1.2. Consumption of alcohol is not permitted on student field trips or any off-site school event where students are present.
- 1.3. Storing of alcohol upon school properties should not occur. On occasion, it may be necessary to temporarily store alcohol on school property. The principal must be made aware and a plan, authorized by the principal must be in place to ensure that it is secure, and no student has access.
- 1.4. Alcohol should not be consumed in a District vehicle.
- 1.5. The District must not benefit from the sale of alcohol at any event/function or fundraiser, including events sponsored by Parent Advisory Councils.

2. User

- 2.1. The Secretary-Treasurer has the authority to approve the serving of alcohol on school property.
- 2.2. Applications will only be approved where appropriate steps have been taken to mitigate to the greatest extent possible the Board's exposure to liability.
- 2.3. 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.
- 2.4. 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.



3. Application

- 3.1. Applications via the APF_740_Application for Consumption of Alcohol on School Property Form must be made in writing to the Secretary Treasurer, minimum six weeks' notice in advance of the event.
- 3.2. When applications are approved it is with the understanding that the following conditions apply:
 - 3.2.1. Appropriate license issued by the BC Liquor & Cannabis Regulation Branch (LCRB) is obtained and a copy of the license will be provided to the Secretary-Treasurer at minimum two weeks prior to the event.
 - 3.2.2. Valid certificate issued under the LCRB Responsible Beverage Service training program naming the person responsible for the serving of alcohol at the event is obtained and a copy will be provided to the Secretary-Treasurer at minimum one week prior to the event.
 - 3.2.3. 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 minimum one week prior to the event.
 - 3.2.4. An adequate plan for the security and control of the function.
 - 3.2.5. In the event that conditions above are not met, the approval of the application will be revoked.
- 3.3. Additional fees are due one week prior to the event.
 - 3.3.1. A refundable damage deposit in the amount of 50% of the rental value.
 - 3.3.2. A custodial fee, in the amount of \$44.00 per hour for each school custodian assigned to monitor the facility.
- 3.4. Any user group failing to comply with the foregoing requirements or deemed guilty of any misuse of the facilities, shall be refused further use of school facilities and grounds.

4 Link to Form:

[APF 740 Application for Consumption of Alcohol on School Property Form](#)