



Policy	0-3.4
Approved By:	College Executive Team
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Policy Holder:	VP Administration

SERVING AND SELLING FOOD AND ALCOHOL SAFELY ON CAMPUS

Purpose / Rationale

This policy is intended to outline appropriate processes and responsibilities to ensure both food and alcohol are being served safely and legally on campus and for Camosun College sanctioned activities off site.

Scope / Limits

The kinds of activities that this policy is intended to address include the following:

- any food or alcohol that is for sale for consumption on Camosun property, such as for staff and/or student barbecues, and bake sales, etc. or for Camosun events off campus
- any food or alcohol that is served for consumption on Camosun property, such as for open houses (department or college wide), or for Camosun events off campus

The kinds of activities that are not affected by this policy include:

- food that is under the total control (purchase, storage, preparation, display, serving and sale) of Camosun's contracted food suppliers, the Bookstore, the Cook Training Program or the Restaurant and Hospitality Management Program. They have quality assurance programs and external audit processes in place to ensure the safe serving and selling of food
- alcohol served off campus that is under a liquor license other than Camosun's (i. e. special occasions permits [SOP])

Principles

1. All activities that take place on Camosun property are the legal responsibility of the College.
2. Camosun College will take advantage of and support regulations and guidelines already developed.

Through its Health Protection and Environmental Services department, Island Health has established guidelines and regulations for the types of activities that are described in this policy relating to Food.

The Liquor Licensing Control Branch has published regulations relating to Camosun's liquor licenses.

Their resources form the basis of our policy, our information brochures and the application forms.

3. The contract that the college has with a food service provider will be honoured; this policy does not provide permission to act outside of it.
4. The college will take the approach of assisting groups to understand what safe food practices are and how to comply with them, with support and assistance from Island Health.
5. Student Society fundraising activities such as bake sales and pizza sales are generally supported by the college. The CCSS as a separate legal entity can seek their own special occasions permit (SOP) for their events with alcohol on campus. These activities will continue to be allowed subject to submitting appropriate applications and following guidelines as identified in this policy and other agreements the college has with the CCSS.
6. Social activities on campus, such as employee and student Christmas and welcome back/CamFest events are desirable and supported on campus. These activities will continue subject to submitting appropriate applications and following procedures as identified in this policy.
7. Potlucks occur on campus. Information and guidelines about safe practices in organizing potlucks will be made available in every work area and/or on the Ancillary Services intranet pages.
8. Small, private celebrations with alcohol occur on campus. Information and LLCB regulations will be made available in every work area and/or on the Ancillary Services intranet pages

A. DEFINITIONS

1. **Special Events:** events for specific occasions beyond regularly scheduled classes and meetings.
2. **“Serving food or alcohol”:** involving any handling, storing or preparation of food or alcohol.
3. **Food Services Provider:** A college sanctioned food services provider: either the contracted food services provider, the Culinary Arts program or the Hospitality Management program.

B. PROCEDURES

1. Information about serving and selling food safely on campus and serving liquor on campus is available in the Student Records department, the Ancillary Services department and on appropriate intranet sites. See links.
2. The college needs to know who is serving food on campus, as well as where, what and how.
 - a. All who intend to serve and/or sell food for a special event must submit an application, *Application for Catered Function or Bake Sale* (see link) in advance of the event to allow for all approval times. Timelines are outlined in the application form and brochure. If for any reason, an application is not approved, the Ancillary Services department will ensure that all affected are informed.

- b. All wishing to organize potlucks must review the guidelines in *Organizing Potlucks on Campus* (see link), and designate one person who will be responsible for sharing the information with all who are providing food.
3. Permission to have liquor served at a college event on or off campus must be gained from your respective dean/director.
4. To ensure food being served is done so safely, the following must be demonstrated with the application:
 - a. Agreement that food for sale or service at special events will be stored, displayed and handled according to Island Health food protection standards.
 - b. For serving and/or selling food at special events, at least one person (to be named on the application) must have Food Safe certification.
 - c. One person will be identified as responsible for the safe food preparation, display and serving for the event. It is that person's responsibility to ensure all who are preparing, displaying, serving and selling food are made aware of safe food practices.
5. To ensure alcohol is being served safely and legally, event organizers must comply with the *Liquor Service Procedures at Camosun* found in a separate document. See links.

C. RESPONSIBILITIES

1. Processing Application Forms

- a. Student Records in the Student Services division is the central point on campus for obtaining forms for special events and for serving/selling food and/or alcohol on campus.
- b. Completed forms for events relating to serving/selling food and alcohol will be forwarded to the Ancillary Services department and the food services provider. Ancillary Services will ensure all necessary information is received, and final approval relating to serving/selling food is provided to the event organizer within three days of receiving all information.
- c. Ancillary Services will ensure the Application for Catered Function or Bake Sale is forwarded to the Island Health Environmental Officer, and the Request for Liquor Service form is forwarded to the relevant food service provider.
- d. The food service provider will ensure any/all necessary documents are submitted to the LLCB.
- e. Requests for liquor service in the Classroom Restaurant and Dunlop House can be made directly with the related school departments when catering is being ordered.

2. Ensuring Compliance with Island Health food protection standards, as outlined in the brochures and on the application form

- a. All employees are responsible for notifying RoomBookings when food or alcohol will be served to Camosun students or employees (except when following guidelines for employee potlucks).
- b. Food sales and service are subject to audits from Camosun College Ancillary Services department and/or Island Health Environmental Health Officer.
- c. When an infraction is noticed, the opportunity will be taken to work with the event organizer to discuss/suggest a way to comply.
- d. If the event organizer continues serving or selling food without addressing the noted infraction, the organizer may be fined or asked to stop serving/selling that food.
- e. The final decision on serving/not serving food rests with the Island Health Environmental Health Officer.

3. Ensuring Compliance with Liquor Licensing Control Branch (LLCB)

- a. The focus of all Camosun events with alcohol taking place on campus must be on food, as the college has Food Primary Liquor Licenses.
- b. Due to the catering endorsement on Camosun's liquor license(s), all alcohol being served on Lansdowne Campus must be through the college's contracted food service provider, except for events in the Dunlop House. All events with alcohol at Interurban may be done through the college's contracted food service provider or through the Culinary Arts program, except for events in the Classroom Restaurant. In the Dunlop House and Classroom Restaurant locations, alcohol must be served through the Restaurant Management program and Culinary Arts program respectively.

In general, separate applications for special occasions permits (SOP's) would be in contravention of Camosun's liquor licenses, and could result in loss of any or all licenses on campus.

- c. Liquor licenses for Dunlop House and Classroom Restaurant with a Catering Endorsement for the rest of Interurban are managed day to day by the Restaurant Management program Chair and the Culinary Arts program chair respectively. The liquor license for the Campus Caf along with the catering endorsement for the rest of both campuses is managed by the food service director of the contracted food service provider. The program chairs and food service director are responsible for the compliance of the LLCB through the college's principal license holder contact (Director of Ancillary Services).
- d. Liquor sales and service are subject to audits from Camosun College Ancillary Services department and/or LLCB.
- e. Infractions to the LLCB regulations could result in the college being severely fined and losing any/all liquor licenses.

D. LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

Related Policies

[O-3.2 Use of College Facilities and Grounds](#)

Supporting Forms, Documents

[Application for Catered Function or Bake Sale](#)

[Event Request Form](#)

[Bake Sales and Food Concessions at Camosun College](#)

[Food Safe Courses, Camosun College](#)

[Food Service at a Special Event at Camosun College](#)

[Holding "Potlucks" at Camosun College](#)

[Liquor Service Procedures at Camosun College](#)

[Permission to Have Liquor Service form](#)

[Liquor Licensing Regulations for Event Organizer](#)