

## Alcoholic Beverages on Board Premises Procedure

### RATIONALE:

Alcoholic beverages will not normally be available on Board premises. On occasion, community groups want to make alcohol available at certain adults-oriented events held on Hamilton-Wentworth District School Board premises. The procedure provides Executive Council with the authority to permit the sale of alcohol on Board premises.

### TERMINOLOGY:

*Executive Council:* Executive Council is responsible for the overall operations of Hamilton-Wentworth District School Board. It consists of Superintendents and the Director of Education.

*Smart Serve:* Training program approved by the Alcohol and Gaming Commission of Ontario (AGCO) as a server training program for the Ontario hospitality industry.

### PROCEDURES:

- 1.0 A group which is organizing an adult-oriented function to be held at a school or non-instructional site will seek permission to serve alcoholic beverages in writing using the Application Form through the Principal of the School to the appropriate Superintendent of Student Achievement.
- 2.0 If the adult-oriented function is to be held at a non-instructional Board site the Executive Superintendent of Student Achievement will determine whether permission will be granted.
- 3.0 The appropriate Senior Official will have the authority to approve the request for permission to serve alcohol in adults-only venues under the following conditions:
  - The event is sponsored by the school's alumni association/organization or community group, or
  - The event is part of the school's anniversary celebration or
  - The event is a school fundraising eventand
  - Servers of alcohol have had "Smart Serve" training
- 4.0 Requests to serve alcohol that are not within the conditions outlined in 3.0, must receive the approval of the Board of Trustees.