SD42 PROCEDURE 10400.3

ALCOHOL APPROVAL FOR FACILITY RENTALS

PURPOSE

To establish the approval process for the consumption, possession, service, or temporary storage of alcohol at functions held under a Licence to Occupy on school district property.

GENERAL REQUIREMENTS

- The consumption, possession, service, or temporary storage of alcohol at a facility rental must be consistent with community expectations and student safety and requires prior school district approval.
- School district employees shall not serve alcohol at functions held on school district property.
- Applications will only be approved where appropriate measures have been taken to manage risk and limit the school district's exposure to liability.

APPROVAL PROCESS

The applicant must submit the facility rental request and completed Form 10400.3 Request to Serve Alcohol at a Facility Rental to the Facility Rentals Coordinator at booking_clerk@sd42.ca, together with:

- evidence of the certification required for the bartender or server,
- host liquor liability insurance with a minimum limit of $2 million, or such greater amount as the school district may require,
- any permit required under applicable liquor legislation, and
- any other supporting documentation required under Procedure 10400.1 Rental Fees and User Information.

The Facility Rentals Coordinator will confirm the availability and suitability of the requested facility and forward the alcohol approval form and supporting documentation to the Secretary Treasurer or designate for approval.

The Facility Rentals Department will issue the Licence to Occupy only after the alcohol-related request has been approved and will incorporate any conditions of approval into the licence.

An approved function must:

- be sponsored by an organization other than the school district and not by an individual school district employee;
- have a bartender or server who holds the certification required by applicable liquor legislation and is not a school district employee;
- include reasonable measures to support responsible alcohol service and safe transportation;
- be clearly identified as not sponsored by the Board or school district; and
- comply with school district policies and procedure, the Licence to Occupy requirements, applicable liquor legislation, and any conditions of approval.

The school district may require security personnel, additional custodial support, or other risk-mitigation measures as conditions of approval, based on the nature, size, location, or risk profile of the function.

A function will not normally be approved to begin before 5:00pm on a weekday.

Approval must be documented on the form by the Secretary Treasurer or designate. The approved form and any permit required by applicable liquor legislation must be posted at the function.

APPROVED: October 26, 2026