

**SD 42 PROCEDURE: 5905.1**

**ALCOHOL – CONSUMPTION, POSSESSION AND STORAGE**

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**Purpose(s)**

To clarify process for obtaining Board approval for alcohol consumption, possession, and storage in district owned or leased space or in District vehicles.

**Process**

1. Submit a formal request for approval for a function to the Secretary-Treasurer or Designate, including:
  - a. A "Serve It Right" liquor license;
  - b. Host liability insurance for a minimum of two million dollars;
  - c. Special Occasions License issued by the Liquor Distribution Board.
  
2. Functions/events must comply with the following:
  - a. They must be sponsored through organizations other than staff;
  - b. Have in attendance a 'Serve It Right' certified bartender who is not a School District employee. Great care must be taken to ensure that alcohol consumption is limited to reasonable amounts, and that sufficient designated drivers or taxis are available;
  - c. Rent space at the typical rate charged by the District;
  - d. Clearly be identified as not being Board sponsored and that the Board is not liable in any litigation;
  - e. A copy of the "Serve-it Right" Liquor License and an approved copy of the "Request to hold a function on District Owned, Leased or Rented Properties at which Alcohol will be served" signed by the Secretary-Treasurer or Designate must be posted at the school function; (See attached form)
  - f. A function will not typically be approved prior to 5:00 pm on weekdays.

**RECEIVED FOR INFORMATION: JUNE 13, 2007**

**Request to hold a function where alcohol is served**



Name of Group/Organization \_\_\_\_\_

Address of Group/Organization \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

Contact Name \_\_\_\_\_ E-mail \_\_\_\_\_

Address & Telephone (if different than above) \_\_\_\_\_

Date of Function \_\_\_\_\_ Location: \_\_\_\_\_ Type of Function \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_ # of People Attending \_\_\_\_\_

Approval of Location School Principal: \_\_\_\_\_

Community User Facility Rental Agreement # \_\_\_\_\_

Name of Bartender, who cannot be an employee of the School District (and copy of Serve-It-Right Certificate if different from Applicant): \_\_\_\_\_

**Please have your designated "Serve It Right Licensee" read and sign the following statement:**

**I agree that in accordance with the BC Liquor Laws, alcohol will be served responsibly and no persons under the age of 19 years will be served an alcoholic beverage. I understand that this is not a Board sponsored function and that the Board will not assume any liability, nor will it provide any indemnity against litigation. I further agree to ensure that appropriate safety measures are in place for the safety of attendees consuming alcohol, including but not limited to designated drivers, the provision of taxi cabs, etc.**

\_\_\_\_\_  
Signature of Licensee/Applicant

\_\_\_\_\_  
Date

Name: \_\_\_\_\_  
(Please Print)

Home Address: \_\_\_\_\_

Attachments:  Serve-It-Right Certificate       Host Liability Insurance       Special Occasion License  
Minimum of 2 million

**Send request with required attachments to:**

John Hayer, Manager of Community Rentals  
School District No. 42 (Maple Ridge-Pitt Meadows)  
23889 Dewdney Trunk Road, Maple Ridge, B.C. V4R 1W1  
John\_Hayer@sd42.ca      604 466 6158 or 604 626 7382

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Date

**APPROVED FORM TO BE POSTED AT FUNCTION**