

**HEC MONTRÉAL**

---

**POLICY ON STUDENT  
EVENTS AND  
ALCOHOL**

**STUDENT SERVICES  
OCTOBER 8, 2008**

**TABLE OF CONTENTS**

I SCOPE..... 1

II SUBJECT..... 1

III POLICY ..... 1

    A GENERAL PRINCIPLES..... 1

    B CONDITIONS GOVERNING SOCIAL EVENTS HELD BY STUDENT ORGANIZATIONS  
    2

        Authorization to hold a student event at the School ..... 2

        Rules for holding student events..... 3

    C CONDITIONS GOVERNING THE PURCHASE, SALE, SERVICE AND CONSUMPTION  
    OF ALCOHOL ..... 4

    D CONDITIONS GOVERNING THE STORAGE OF ALCOHOLIC BEVERAGES..... 6

    E RESPONSIBILITY AND EFFECTIVE DATE..... 6

## **I SCOPE**

This policy applies to: i) student events and ii) the purchase, sale, service, consumption and storage of alcoholic beverages on HEC Montréal premises and at events with which the School's name is associated. The policy applies to all students belonging to any student organization.

## **II SUBJECT**

HEC Montréal is aware of the specific needs of its student population in terms of social life, and strives to offer a suitable environment for student events, within reason. Consequently, it grants its members the privilege of using most of the School's premises and of purchasing, selling, serving and consuming alcohol at social events on its campus, provided that they respect the applicable rules and legal requirements.

The purpose of this policy is to encourage a responsible attitude with regard to drinking. Although HEC Montréal is concerned with its students' well-being, the fact remains that it is mainly up to individuals and those responsible for the premises or events for which an alcohol permit has been obtained to behave maturely and respect the applicable rules.

## **III POLICY**

### **A GENERAL PRINCIPLES**

The School's guidelines are as follows:

- a. Promote individual responsibility for drinking in moderation;
- b. Respect the rights of non-drinkers and minors;
- c. Respect legal requirements governing the purchase, sale, service and consumption of alcohol;
- d. Forbid any behaviour that endangers others or is prohibited by law, by this policy or by School regulations. Take any appropriate measures, as provided by the School's regulations or the law, to enforce this policy;

- e. Provide support and assistance to people requesting assistance for themselves or a family member in solving a drinking problem.

## **B CONDITIONS GOVERNING SOCIAL EVENTS HELD BY STUDENT ORGANIZATIONS**

### **Authorization to hold a student event at the School**

1. Any social event held at the School by a student organization must be approved by Student Services. The event must be compatible with the objectives of the student organization concerned and with the School's mission.
2. The event must not interfere directly or indirectly with the School's teaching and research activities.
3. The School may refuse to authorize an event if the organizer has violated the provisions of this policy, the law concerning alcohol permits or the conditions set by the School for the use of its premises.
4. Any social event organized at the School must comply with the acts, regulations and by-laws of the province of Quebec and the City of Montreal applying to such events.
5. Any association wishing to hold an event must submit a written application for authorization no later than ten days before the proposed date of the event. Applications submitted late may be refused.
6. Any application for authorization must contain the following information:
  - a. The purpose of and program for the planned event;
  - b. The planned premises for the event;
  - c. The planned number of participants and their membership;
  - d. The name of the student organization submitting the application and contact information for the person representing the organization;
  - e. The date, time and length of the event;
  - f. And, if applicable, arrangements for the sale and consumption of alcohol, including prices of beverages and any measures that might encourage drinking.

7. When an event includes the sale and consumption of alcohol, the organizers must also obtain approval from Security Services and provide the names of the event organizers.
8. Social events must be planned in advance (nature of the event, date, time, location, number of people) and co-ordinated with Security Services. If any last-minute changes are made, the organizers must notify Security Services.

<b>Rules for holding student events</b>
-----------------------------------------

1. Beginning and ending times for events will be determined according to the nature of the event, security planning and clean-up requirements.
2. Student social events may be held in:
  - a. Student lounges: the L'Oréal and National rooms
  - b. Meeting and reception rooms: IBM Amphitheatre (no food or beverages), SGF Room, Teleglobe Room, Hydro-Québec Atrium (alcove side), Esdras-Minville Room, Édouard Montpetit Room, Deloitte Room.
  - c. Classrooms (no food or beverages).
3. No event may be held on HEC Montréal premises without express written authorization from the School.
4. The organizers must respect the maximum capacity of the room used.
5. The organizers of the social event are responsible for supervising it, in co-operation with the School's Security Services.
6. All social events must proceed calmly and public order must be maintained. If the situation gets out of control, the School's Security Services will have to step in to solve the problem or, if necessary, halt the event.
7. Organizations are responsible for cleaning the premises used and must pay for any repairs or work to put the room back in order as a result of any damage caused to School property and neighbouring properties by participants in the social event.

## **C CONDITIONS GOVERNING THE PURCHASE, SALE, SERVICE AND CONSUMPTION OF ALCOHOL**

In addition to the rules in the previous section, which apply to all social events, organizers of events involving drinking must also respect the following rules.

1. Any student organization wishing to serve alcoholic beverages on HEC Montréal premises or at an event with which the School's name is associated must:
  - a. Obtain authorization to hold a reception from Student Services;
  - b. Obtain and maintain the validity of all the necessary alcohol permits, in the organization's name, from the *Régie des alcools, des courses et des jeux*;
  - c. Use these permits in keeping with the appropriate acts and regulations, and the School's regulations;
  - d. Purchase the alcoholic beverages itself and keep records of its purchases and sales for verification purposes.
2. The School's authorization is conditional on the issue of a permit by the *Régie des alcools, des courses et des jeux*.
3. The student organization is responsible for obtaining the said permits and forwarding a copy to Student Services before the event is held. If the organization fails to provide Student Services with a copy of these documents within the stipulated time limits, the authorization to hold the event and hence to consume alcohol will be revoked.
4. Alcohol may be sold and consumed only in the student lounges and reception rooms during authorized events with a valid alcohol permit. It is strictly forbidden to sell, consume or keep alcoholic beverages elsewhere on School premises.
5. The organizers must ensure that alcohol is not sold, served or consumed anywhere other than in the areas authorized for the event, and must respect the times established for the event. The organizers agree not to serve any alcohol after the time approved by Security Services.
6. The organizers must take all reasonable measures to keep participants from circulating outside the area identified for the event.

7. During events at which alcohol is sold and consumed, security officers will be hired by the School's Security Services to protect the premises; this cost will be charged to the student organization.
8. The organizing committee of a social event agrees to appoint two of the organizers who will ensure that the event proceeds properly and the rules stipulated in this policy are respected. Before the social event begins, the designated organizers must identify themselves to the security officers who will be on duty during the event and agree to remain sober during the entire social event.
9. For persons unable or not wishing to consume alcohol, soft drinks, juice, de-alcoholized beer or other non-alcoholic drinks must be available at a reasonable price and advertised. Light meals and snacks must also be available.
10. Alcoholic beverages must be served in unbreakable containers.
11. The organizers must prohibit "two for one" practices and ensure that no other measures to encourage drinking are planned or tolerated, including drinking games or contests. "Chugging" contests and discount sales to dispose of surplus beverages at the end of an event are strictly prohibited.
12. The organizers must prohibit the sale or service of alcohol to anyone who is visibly inebriated.
13. Consumption of illicit drugs is strictly prohibited. Smoking is allowed only in locations stipulated under the School's "smoke-free" policy.
14. The organizers must take all reasonable measures to prohibit access to minors. The security officers will check participants' ages.
15. The organizers and all participants must discourage anyone from driving while under the influence of alcohol. The organizers must also take the necessary steps to inform participants of a breathalyzer service, designated drivers or other such services made available.

16. It is advisable for anyone under the influence of alcohol to leave his or her car keys with the School's Security Services. The keys will be placed in an envelope and kept for at least eight hours before they are returned to their owner.
17. The organizers are responsible for ensuring that alcohol sales stop when the social event stops, and that participants leave the premises, so that the room can be cleaned up.

#### **D CONDITIONS GOVERNING THE STORAGE OF ALCOHOLIC BEVERAGES**

1. Alcoholic beverages may not be stored in student organizations' offices.
2. Student organizations may not leave alcoholic beverages (or empty cases) on the loading dock for more than 24 hours.
3. The School makes a secure site available to student organizations where a limited quantity of alcoholic beverages may be stored. This room is located at the entrance to the L'Oréal Room and is managed by the AEHEC. The AEHEC President must inform Security Services and Student Services of the names and contact information of people with a key to the room.

#### **E RESPONSIBILITY AND EFFECTIVE DATE**

This policy applies to all social events held on the School grounds.

Student organizations must respect this policy and see to it that participants respect it. They will be responsible for any damage caused to School property and neighbouring properties during the event.

Student Services or Security Services will provide a copy of this policy to any individual or group authorized to hold an event at the School for which an alcohol permit has been issued.

Every student organization authorized to sell alcohol must have a copy of this policy and must keep it readily accessible.

Student Services and the School's Security Services are responsible for enforcing this policy. It takes effect as soon as it is adopted and will be reviewed as necessary one year later.

The School may take any necessary measures if this policy is not respected. In particular, it may suspend or interrupt an event or refuse to authorize an event if the applicant has violated this policy in the past.