

# Food & Alcohol Protocol

Updated as of 16-06-2026



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# 1. Scope & Purpose

1.1. This Protocol establishes the rules, procedures, and best practices governing the distribution, sale, service, and consumption of food and alcohol under the Students' Society of McGill University's (SSMU) jurisdiction. It aims to promote a responsible, safe, and compliant environment for both food and alcohol-related activities within the University community, including adherence to food safety standards and responsible alcohol use. This Protocol further seeks to prevent alcohol-related incidents and ensure that all activities comply with applicable legal requirements and institutional standards.

1.2. This Protocol applies to:

- a. All activities and spaces within the University Centre where food or alcohol is served, sold, consumed, or promoted, including both permitted and prohibited areas;
- b. All SSMU-affiliated groups, including when organizing events outside of the University Centre; and
- c. All external groups, McGill community members, and other clients who book or use spaces within the University Centre.

1.3. All individuals and groups subject to this Protocol must comply with applicable municipal, provincial, and institutional laws, regulations, and policies governing the distribution, sale, service, and consumption of food and alcohol.

1.4. Any exceptions to this Protocol require prior written approval from the Board of Directors. Approval must be obtained in advance of the event or activity, and may be subject to additional conditions or restrictions as determined by the Board of Directors.

# 2. Definitions

For the purposes of this Protocol, the following definitions shall apply:

2.1. **“SSMU-Affiliated Groups”** shall refer to the student-run and institutional bodies formally recognized under the governance of the Students' Society of McGill University (SSMU), including Clubs, Services, Committees, Executives, and Staff (but not Independent Student Groups). These groups operate under the authority of SSMU and are subject to its Governing Documents and applicable procedures.

2.2. **“Excessive Alcohol Consumption”** shall refer to alcohol consumption that leads to dangerous behaviour or health risks.

2.3. **“Bar Permit”** shall refer to a Permanent On-Premises Consumption Permit issued by the Régie des alcools, des courses et des jeux (RACJ), authorizing the sale and service of alcohol for consumption on the premises on an ongoing basis.

2.4. **“Harm reduction”** shall refer to the holistic practices and protocols enacted by SSMU and its actors to lessen the negative impact of human behaviors on the individual or social group in which the behaviors are taking place. The focus of harm reduction is not to dissuade or prevent the actions themselves, but rather to present non-judgemental, safe and accessible alternatives that may negate or reduce physical, emotional, or social harm.

2.5. **“Perishable Food”** shall refer to those foods which require temperature control, specific handling and specific signage for distribution. This includes, but is not limited to: cooked/baked foods, meat, poultry, fish, seafood, dairy products, egg based dishes, prepared salads, and all foods requiring refrigeration or hot holding.

2.6. **“Priority food allergens”** shall refer to those foods which are most commonly associated with severe allergic reactions. This includes eggs, milk, mustards, peanuts, crustaceans/molluscs, fish, sesame seeds, soy, sulphites, tree nuts, wheat/triticale.<sup>1</sup>

2.7. **“Tagged Products”** or **“Stickered Products for On-Site Consumption (CSP)”** shall refer to alcoholic beverages bearing an “acquisitions contrôlées” sticker, indicating that the product has been legally purchased for consumption within a licensed establishment and is subject to the terms and conditions of that establishment’s alcohol permit. as a bar or restaurant) and is regulated under the terms of the establishment's alcohol permit.

2.8. **“Event”** shall refer to any event or activity hosted by the SSMU or a SSMU-Affiliated Group, or an external group hosting an event within the University Centre.

2.9. **“Temporary Permit”** shall refer to a short-term license required for specific events or locations (reunion permit).

2.10. **“Support Service”** shall refer to organizations or entities that provide essential support and safety services at events, particularly those centering around harm reduction.

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<https://www.canada.ca/en/health-canada/services/food-nutrition/food-safety/food-allergies-intolerances/food-allergies.html>

2.11. **“Trained/Certified Professional”** shall refer to individuals who have received specialized training and certification in their respective field to handle emergencies and provide professional assistance.

2.12. **“SAQ”** shall refer to the Société des alcools du Québec.

2.13. **“RACJ”** shall refer to the Régie des alcools, des courses et des jeux, the regulatory authority responsible for the administration and enforcement of Québec’s laws governing alcohol service, sale, and consumption.

## 3. Food

3.1. All SSMU off campus and on campus events including food and/or alcohol must declare the presence of food at their event through the applicable SSMU approval process prior to the event.

**3.1.1.** Depending on categorization of food, they may be additionally required to follow the applicable SSMU approval process prior to the event, as determined by the Events department.

3.2. The sale or service of food must be accompanied by all valid permits and documentation processed by the Food Services & Hospitality Manager.

**3.2.1.** This must be provided to, and approved by, the Events Department prior to the event’s occurrence.

**3.2.2.** Failure to produce valid permits and documentation may result in the prohibition of food service at the event and further sanctions as defined in the Governing Documents.

3.4. Events using an external food service must ensure that all documentation is submitted to the Events Department and that the partnered restaurant or caterer has a valid MAPAQ permit in their establishment.

3.5. During events where alcohol is served, food should be served to help mitigate the effects of alcohol and promote responsible drinking.

**3.5.1.** In cases where food is not served during an event, some food items should be available upon request to mitigate the effects of significant alcohol consumption.

3.6. All individuals responsible for the handling, serving, preparation, or transportation of food must adhere to safe food practices in accordance with MAPAQ norms and standards. This includes:

- a. Obtaining a MAPAQ permit as necessary (determined by the Food Services & Hospitality Manager).
- b. Practicing good hygiene including:

1. Washing hands with soap and warm water before handling food, after using the washroom or handling waste.
2. Avoid food handling when symptoms of illness are present and wearing masks and gloves as preventative measures.
3. Avoiding direct contact with ready-to-eat food and instead using designated serving utensils and gloves.
- c. Clearly displaying ingredients, especially allergens.
- d. Storing/serving food at the appropriate temperatures.
  1. Cold foods should be stored at a temperature of 4°C or below
  2. Hot foods should be stored at a temperature of 60°C or above
  3. Any foods stored at a temperature between 4°C and 60°C for a period of time longer than 2 hours are considered to be in the “temperature danger zone”. These foods must be discarded and cannot be served.
  4. Utilizing equipment such as coolers, ice packs, fridges, holding boxes, or warming dishes when necessary to adhere to the above temperature guidelines.
- e. Avoiding cross-contamination by:
  1. Properly sanitizing work station and surfaces before meal service.
  2. Maintaining cleanliness throughout the duration of the event.
  3. Utilizing separate serving utensils for different foods.

3.7. All food at events must have an ingredients list available upon request. Signage should identify priority food allergens.

3.8. Items containing priority food allergens must be segregated on the serving table from the other food with designated serving utensils, and a separated food handler has to be assigned for priority food allergens to avoid any risk of contamination.

3.9. Food preparation may only be permitted in designated areas of the University Centre with explicit permission from the Food Services & Hospitality Manager. Approved areas currently include:

- Room 109
- Room 304

3.10. Food consumption is prohibited in the following areas of the University Centre:

- Room 106a - Main Floor Student Lounge

3.11. Wherever possible, at all events where food is present, including those held in the University Centre or hosted externally by SSMU-Affiliated groups, organizers should take into consideration diverse dietary needs.

## 4. Alcohol

### 4.1. Alcohol Service and Regulation

4.1.1. The service, sale, consumption, and promotion of alcohol are strictly prohibited except where expressly authorized under this Protocol and in full compliance with all applicable federal, provincial, and municipal laws and regulations, including those administered by the Régie des alcools, des courses et des jeux (RACJ).<sup>2</sup>

4.1.2. Alcohol may only be sold, served, and consumed in accordance with applicable Québec laws and RACJ regulations within designated licensed areas, subject to the following conditions:

- Only individuals of legal drinking age in Québec (18 years and older) may be served or consume alcohol;
- No outside alcohol may be brought into licensed or permitted areas;
- Alcohol may not be removed from or consumed outside designated licensed or permitted areas;
- Organizers, service providers, or designated staff reserve the right to refuse service or entry to any individual who appears intoxicated, impaired, or disruptive;
- Alcohol pricing or programming must not encourage excessive or rapid consumption and must comply with responsible service obligations.
  - The SSMU may impose pricing restrictions as a condition of event approval.
- Events hosted by SSMU-Affiliated Groups in the University Centre cannot sell alcohol at-cost price.<sup>3</sup>
- The sale or consumption of alcohol within a space with a fixed or temporary permit is only allowed within legal hours of service.

4.1.3. Alcohol may only be permitted in designated licensed areas of the University Centre that have been specifically approved under this Protocol and hold the required liquor licence for the relevant activity or event. Approved licensed areas currently include:

- Ballroom (301)
- Main Floor Flex Space (110)
- Gerts Bar (B-01)

4.1.4. For greater clarity, the possession of alcohol is prohibited in all other areas of the University Centre, including but not limited to:

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<sup>2</sup> <https://www.racj.gouv.qc.ca/lois-et-reglements>

<sup>3</sup> <https://www.racj.gouv.qc.ca/lois-et-reglements>

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- Gerts Café
- Players' Theatre
- Common spaces
- Hallways
- Washrooms
- Group offices
- Other bookable spaces

## **4.2. Authorization and Permitting**

4.2.1. All activities involving the service, sale, distribution, or consumption of alcohol must receive prior authorization from the SSMU and comply with the requirements set out in this Protocol. No alcohol-related activity may take place without such approval.

4.2.2. All events held within the University Centre that include alcohol must receive prior approval from the SSMU Events Department (see Appendix B). Such approval must be obtained in advance and must be accompanied by a formal booking. All events must also comply with all University Centre booking, operational, and safety requirements, in addition to this Protocol.

4.2.3. SSMU-Affiliated groups hosting events that include alcohol outside of the University Centre, whether on or off campus, must follow the applicable SSMU approval process prior to the event (see Appendix B). Approval is required in advance and may be subject to additional conditions, including compliance with venue-specific policies and applicable municipal and provincial regulations. The approval process may take additional time for events involving alcohol outside of the University Centre and it is the responsibility of the SSMU-Affiliated Group to account for this.

4.2.4. All events involving alcohol must operate under a valid permit issued by the appropriate regulatory authority, where required. Event organizers are responsible for complying with the terms and conditions of such permits.

4.2.5. Where a Bar Permit applies, only alcohol that has been properly purchased and tagged in accordance with applicable regulations may be served or sold. The presence or use of untagged alcohol constitutes a violation of applicable laws and may result in sanctions.

4.2.6. Within the University Centre, Bar Permit authorization applies exclusively to spaces designated as permitted under this Protocol.

4.2.7. Outside the University Centre, Bar Permit authorization may only be exercised in venues holding a valid permanent on-premises consumption permit issued by the RACJ, including, where applicable,



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restaurants, bars, hotel event spaces, banquet halls, conference centres, and other commercially licensed venues used for private or public events (e.g., weddings, galas, or corporate functions).

4.2.8. SSMU-Affiliated Groups may only host alcohol-related events in venues holding such permanent permits. Temporary or special event permits, including “reunion permits” or equivalent authorizations, are not permitted under this Protocol.

### **4.3. Alcohol Service Operations**

4.3.1. Within the University Centre, all alcohol service must be provided and overseen by Gerts Bar. Only trained and authorized personnel may serve or sell alcohol at events held in the space. Self-service and service by event organizers are not permitted.

4.3.2. For events held outside the University Centre organized by SSMU-Affiliated groups, no SSMU-Affiliated Group members may serve or sell alcohol. Students, volunteers, and event organizers who are not employees of the licensed establishment are prohibited from participating in any alcohol sale, service, or distribution. Furthermore, venue staff are legally required to monitor alcohol consumption and refuse service to anyone who appears intoxicated.

**4.3.2.1.** Notwithstanding the above, a SSMU-Affiliated Group member may serve alcohol at on campus events if they have taken at minimum the McGill server training on alcohol and comply with all other McGill requirements.<sup>4</sup>

4.3.3. All events involving alcohol utilizing the SSMU permit must meet all security requirements as described in the Governing Documents.

4.3.4. All SSMU-sanctioned events held off-campus that involve the service or consumption of alcohol must take place at a venue that holds a valid liquor permit issued by the Régie des alcools, des courses et des jeux (RACJ). Alcohol may not be served, sold, or consumed at any off-campus event unless the venue is legally authorized to do so.

4.3.5. Individuals designated to prepare or serve alcoholic beverages, including Gerts Bar Staff, are prohibited from consuming alcohol prior to or during their period of service.

### **4.4. Advertising, Sponsorship, and Promotion**

4.4.1. All advertising of alcoholic beverages must comply with applicable Québec laws and regulations governing alcohol promotion. Advertising and programming must not encourage excessive consumption or suggest that alcohol is necessary for participation, social success, or enjoyment.

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<sup>4</sup> <https://www.mcgill.ca/alcoholpolicy/server-training>

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4.4.2. Alcoholic beverages must not be offered as prizes, incentives, contest rewards, or promotional giveaways.

4.4.3. Sponsorships or donations involving alcohol are prohibited, except where explicitly authorized under exclusive supplier agreements held by SSMU.

4.4.4. Promotional materials do not encourage excessive alcohol consumption or portray drinking as essential to social success or enjoyment. All advertising must incorporate responsible drinking messaging and avoid imagery or language that glamorizes overconsumption.

4.4.5. Participation in any event or activity must not require the consumption of alcohol. Alcohol must not be featured prominently in event advertising, whether through imagery or language.

## **4.5. Safety, Enforcement, and Liability**

4.5.1. All events held in the University Centre or under the SSMU's liquor permit must comply with applicable insurance and safety requirements, including minimum security staffing levels as required under SSMU insurance policies, Governing Documents, or as determined by the Events Department in collaboration with the Building Director or General Manager.

4.5.2. For events held at external venues, the SSMU reserves the right to deny events deemed high-risk that involve alcohol or require security measures under applicable insurance requirements unless adequate security measures can be arranged by the external venue or the SSMU.

4.5.3. The SSMU reserves the right to suspend, modify, or terminate any alcohol-related activity or event where compliance with Governing Documents, applicable law, or permit conditions is not demonstrated or maintained.

4.5.4. Authorized representatives of law enforcement, the Régie des alcools, des courses et des jeux (RACJ), SSMU Security, McGill University Security, designated space administrators, and authorized personnel or management of external venues may enter event areas at any time to inspect compliance and verify permits. Disciplinary actions may be applied due to violations as described in Section 7 (SSMU Disciplinary Actions) or as determined by external authorities.

## **4.6. Harm Reduction and Accessibility**

4.6.1. Non-alcoholic beverages must be available at all events where alcohol is served, including at least one free non-alcoholic option.

4.6.2. Non-alcoholic beverages must be clearly visible, accessible, and actively promoted in a manner that supports inclusive participation and does not prioritize alcohol consumption.

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4.6.3. At all events where alcohol is served, including those held in the University Centre or hosted externally by SSMU-Affiliated groups, a range of non-alcoholic and gluten-free beverages must be offered and actively maintained throughout the duration of the event. Options must include water and should additionally include, but not be limited to, juice, soda, and mocktails.

4.6.4. Participation in any SSMU-related activity, service, or space must not explicitly privilege alcohol consumption over non-consumption. Consideration must be given to individuals who abstain from alcohol for health, disability, cultural, religious, or personal reasons.

4.6.5. All events organized by SSMU-affiliated groups that serve alcohol and are expected to have over 100 attendees must have an agreement in place with at least one support service listed in Appendix A. If a support service not listed in Appendix A is proposed or these support services are not available, prior approval must be obtained from the General Manager or, in their absence, the Executive Committee in consultation with the Internal Counsel & Corporate Secretary.

4.6.6. In the event of any alcohol-related incident requiring medical attention, on-site security and/or other trained or certified personnel must be notified immediately. The incident must be reported in all cases, and all of the following individuals must be informed as soon as possible (once the relevant Executive Officer or Staff has resolved the concern).

4.6.6.1. Wherever possible, decisions during events to address immediate concerns/emergencies should be done in consultation with all the relevant parties listed below in the appropriate section.

4.6.6.2. All decisions made by the relevant Executive Officers or Staff to address immediate concerns/emergencies must be ratified by the Executive Committee at their subsequent meeting.

| Location:         | Type:          | Individuals (in order):                                                                            |
|-------------------|----------------|----------------------------------------------------------------------------------------------------|
| University Centre | Internal       | 1. Vice-President (Internal)*<br>2. Building Director<br>3. General Manager<br>4. President        |
|                   | Student Groups | 1. Vice-President (Clubs & Services)<br>2. Building Director<br>3. General Manager<br>4. President |
|                   | Gerts          | 1. Bar Manager<br>2. Student Life Operations Director                                              |

|          |                     |                                                                                                                                                                            |
|----------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |                     | <ol style="list-style-type: none"> <li>3. Building Director</li> <li>4. General Manager</li> <li>5. President</li> </ol>                                                   |
| External | Internal            | <ol style="list-style-type: none"> <li>1. Vice-President (Internal)*</li> <li>2. General Manager</li> <li>3. President</li> </ol>                                          |
|          | Student Groups      | <ol style="list-style-type: none"> <li>1. Vice-President (Clubs &amp; Services)</li> <li>2. General Manager</li> <li>3. President</li> </ol>                               |
|          | Additional concerns | <ol style="list-style-type: none"> <li>1. Vice-President (Finance) (financial concerns)</li> <li>2. Internal Counsel &amp; Corporate Secretary (legal concerns)</li> </ol> |

*\*If the event falls under the portfolio of the Vice-President (Internal)*

4.6.7. Event Organizers should ensure the availability of a safe recovery space for individuals exhibiting signs of excessive intoxication. Where this is not feasible at the event location, a pre-established alternative plan for safe recovery must be in place.

4.6.8. All events where alcohol is served must designate at least one sober individual as the crisis management point person. This individual is responsible for coordinating an initial response to incidents involving excessive intoxication, medical distress, or suspected overdose.

4.6.9. The health and safety of SSMU Staff and Members shall be prioritized at all times during any event or activity. All SSMU staff who may reasonably be exposed to intoxicated individuals in the course of their duties, including event staff and Gerts employees, must be provided with access to training in harm reduction, overdose response, and conflict de-escalation. Staff retain the right to withdraw from any situation they reasonably perceive as unsafe, without penalty or adverse consequences, and must inform a designated supervisor and the above person(s) in 4.6.7. as soon as reasonably possible.

## 5. Sustainability

5.1. Within the University Centre, practices that reduce waste generated by events and activities are encouraged, including the minimization of disposable cups and other single-use materials.

**5.1.1.** Access to alternative water service solutions, including the rental of equipment such as coolers and water dispensers, shall be available to support compliance with this requirement.



5.2. The distribution, sale, or provision of single-use bottled water is prohibited within the University Centre.

5.3. All purchased alcohol should be served using reusable glassware wherever feasible. Where reusable options are not practicable, recyclable or certified compostable materials should be used. The use of single-use plastics shall be minimized and, where alternatives exist, avoided.

5.4. All events must provide clearly marked and accessible waste diversion stations, including designated receptacles for recycling, compost, and landfill waste. Appropriate bags and signage must be in place to ensure proper disposal in all areas where materials are generated, including where alcohol is served or consumed.

5.5. Where compostable cups or service materials are used, corresponding composting infrastructure must be available and properly labeled to ensure correct disposal.

5.6. Contamination of recycling and compost streams should be minimized through appropriate signage, bin placement, and, where feasible, active waste-sorting support.

5.7. Materials used in alcohol or food service, including napkins, straws, and garnishes, should be reusable, recyclable, or compostable wherever possible.

5.8. Post-event waste management practices should include the proper collection, sorting, and diversion of materials to maximize recycling and composting outcomes.

**5.8.1.** Wherever possible, leftover food should be managed using Appendix C.

5.9. Fair trade and/or plant-based options should be available wherever possible.

## 6. Training

6.1. The Vice-President (Internal Affairs) will be responsible for organizing and/or administering harm reduction training in collaboration with the Anti-Violence Coordinators and at least one support service listed in Appendix A for the SSPN Committee on a yearly basis.

6.2. In collaboration with the Equity Commissioners and relevant Staff, the Vice-President (Clubs and Services) will integrate harm reduction principles and strategies, accessibility and sustainability within the training that Clubs and Services receive yearly.

**6.2.1.** Harm reduction should encompass safer substance use practices, bystander intervention, and response protocols.

6.3. All administered training should be reviewed and updated annually by the administrators to reflect evolving needs and best practices.

## 7. SSMU Disciplinary Actions

7.1. Any SSMU-Affiliated Group that is found in violation of the Food & Alcohol Protocol will be subject to disciplinary actions as described in the Internal Regulations of Student Groups.

**7.1.1.** Appeals of disciplinary actions placed on Student Groups shall be managed by the Judicial Board.

7.2. Any external client that is found in violation of the Food & Alcohol Protocol will face appropriate consequences such as warnings or suspension of privileges, up to and including a complete ban from the SSMU premises. This is at the discretion of the General Manager, in consultation with the Student Life Operations Director and the Building Director.

**7.2.1.** If this violation occurs within the University Center, it is the responsibility of the SSMU Building Team to contact Campus Security. The incident will be officially reported and the at-fault party may be banned from future SSMU-affiliated events or services.

**7.2.1.** Fines and/or disciplinary actions will vary based on the conditions or severity of the violation.

7.3. For all clients, if there are existing bookings beyond those at which the violation occurred, these may be cancelled without refund.

7.4. For all clients, the organizers are responsible for the conduct of all employees, volunteers, vendors, and attendees, and violations by these parties will be attributed to the event organizers.

7.5. For violations that occur within the University Centre, the SSMU reserves the right to immediately stop service, terminate the event or require individuals to leave the premises where necessary to ensure the safety and compliance of this Protocol.

7.6. Circumvention of disciplinary actions will be considered a grave offense and will result in further disciplinary actions applicable to all parties involved.

7.7. Disciplinary actions will be applied immediately upon written notice to the responsible party except in the case where immediate action is necessary to protect the safety and compliance of this Protocol.

7.8. Disciplinary actions can be applied retroactively.

7.9. Any fines incurred by the SSMU due to the actions of SSMU-Affiliated Groups or external clients for their violation of the Governing Documents or government regulations are the exclusive responsibility of that party.

**7.9.1.** The SSMU reserves the right to pursue legal action against those parties who violate SSMU Governing Documents.

## Appendix A: Support Services and Resources

| Service            | Description                                                                                                                                                                                                                                                                   | Contact                                                                     |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>MSERT</b>       | <i>MSERT offers free and immediate first aid services for medical emergencies that occur on or near campus. This can include anything from treating minor injuries and illnesses to providing support in more serious situations until professional medical help arrives.</i> | (514) 398-3000                                                              |
| <b>WalkSafe</b>    | <i>A campus safety program aimed at helping individuals navigate the campus and surrounding areas safely, particularly during late hours.</i>                                                                                                                                 | (514) 398-2498                                                              |
| <b>DriveSafe</b>   | <i>This program offers rides to individuals who are unable to drive themselves, whether due to intoxication, fatigue, or other reasons. It helps prevent driving under the influence and ensures safe transportation.</i>                                                     | (514) 398-8040                                                              |
| <b>Red Frogs</b>   | <i>Red Frogs is an initiative that focuses on enhancing the safety and well-being of students at social events by providing general assistance, free water and snacks.</i>                                                                                                    | (416) 660-5243                                                              |
| <b>Plate Club*</b> | <i>Plate Club is a student-run service at McGill University. Centered around the provision of free and reusable dishware for events, Plate Club offers an environmentally and economically sustainable alternative to disposable products.</i>                                | <a href="mailto:plateclub@ssmu.ca">plateclub@ssmu.ca</a>                    |
| <b>MealCare*</b>   | <i>MealCare diverts edible surplus food from becoming waste, delivering it to food aid partners across Canada.</i>                                                                                                                                                            | <a href="https://mealcare.org/">https://mealcare.org/</a><br>#contactmcgill |

\*These services do not qualify for the requirements described in section 4.6.5.



## Appendix B: Relevant Forms and Documents

| Forms/Documents                                              | Department Contact                                                                                                     |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Events Protocols</a>                             | See 4.6.6. above.                                                                                                      |
| <a href="#">Declaration of Events &amp; Activities Form</a>  | SSMU Events Coordinator (SSMU Events Department)<br><a href="mailto:externalevents@ssmu.ca">externalevents@ssmu.ca</a> |
| <a href="#">University Centre Event Booking Request Form</a> | SSMU Events Specialist (SSMU Events Department)<br><a href="mailto:internalevents@ssmu.ca">internalevents@ssmu.ca</a>  |
| <a href="#">Gerts Bar Booking Request Form</a>               | Gerts Bar Manager<br><a href="mailto:gertsmanager@ssmu.ca">gertsmanager@ssmu.ca</a>                                    |
| <a href="#">Food Equipment Rent Form</a>                     | SSMU Events Specialist (SSMU Events Department)<br><a href="mailto:internalevents@ssmu.ca">internalevents@ssmu.ca</a>  |
| <a href="#">Building Protocols</a>                           | Building Director (Building Services Department)<br><a href="mailto:wsealy@ssmu.ca">wsealy@ssmu.ca</a>                 |



## Appendix C: Managing Food Leftovers

|                 | Perishable                                                                                                     | Non-Perishable                                                                     |
|-----------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>Unopened</b> | <ul style="list-style-type: none"><li>• SSMU Food Pantry*</li><li>• <a href="#">McGill MealCare</a>*</li></ul> | <ul style="list-style-type: none"><li>• SSMU Food Pantry</li></ul>                 |
| <b>Opened</b>   | <ul style="list-style-type: none"><li>• <a href="#">McGill MealCare</a>*</li></ul>                             | <ul style="list-style-type: none"><li>• <a href="#">McGill MealCare</a>*</li></ul> |

*\*Contact in advance is necessary to ensure appropriate storage, transportation and temperature control of food items.*

### What is the SSMU Food Pantry?

The SSMU Food Pantry aims to combat food poverty within campus by handing out perishable and non perishable food weekly free of cost to students. The food pantry offers healthy and diet balanced meals that are essential to the well-being of students. So far we have served over a hundred students on a weekly basis. The food pantry also takes donations from the community.

### What is McGill MealCare?

McGill MealCare is the McGill branch of a student-run organization that combats food insecurity and environmental waste by redirecting excess food from local businesses and events to individuals and local charities in need.