



Alcohol and Bar Policy – Faculty of Science

Preamble

Considering that Leiden University:

1. On the basis of the Alcohol Act, must have a regulation in place that governs the provision of alcoholic drinks in university buildings;
2. Provides in a number of university buildings the opportunity for members of the university community to purchase alcoholic beverages on a work-related or paid basis;
3. Must adopt rules aimed at the responsible provision of alcoholic beverages at said locations;
4. Must apply paracommercial stipulations aimed at preventing unauthorised forms of competition with the regular hospitality industry;
5. Monitors its own paracommercial stipulations for strict compliance in order to meet the guidelines of the Tax Authority in the context of the non-commercial nature of university hospitality activities.

Paragraph1 General stipulations

Article 1 Legal stipulations

From the point of view of responsible alcohol provision, the following legal provisions must be observed:

1. The sale or making available of alcoholic beverages to persons under the age of 18 years is forbidden;
2. The sale of spirits is forbidden at all times, including to persons older than 18 years;
3. The supplier of alcoholic beverages will ascertain the age of the prospective user, unless he or she is unmistakably of the required age;
4. No alcoholic beverages will be served if this would result in a disturbance of public order, safety or morals;
5. No alcohol will be served to persons who are visibly intoxicated;
6. It is prohibited to admit persons to the bar who are intoxicated or under the influence of other psychotropic substances;
7. It is forbidden to use psychotropic substances other than alcohol on university premises;
8. The serving times and other house rules are visible to guests;
9. Any additional provisions related to the Alcohol Act.

Article 2 Adoption and amendments

1. The adoption and amendment of this regulation is the exclusive responsibility of the Faculty Board of the Faculty of Science.



2. This regulation must be submitted to the municipality with the application for a (new) alcohol and bar licence to verify its compliance with the Alcohol Act. The regulation becomes effective on the starting date of the alcohol and bar licence.
3. All subsequent amendments to the regulation will be submitted to the municipality for review on each occasion.

Article 3 Other legislation and regulations

1. Laws and legislation and university regulations will at all times have prevalence.

Paragraph 2 Faculty of Science Alcohol Policy

Article 1 Alcohol Use

1. It is not permitted to use alcohol or to be under the influence of alcohol while at work.
2. The immediate supervisor will ensure that the rules for the use of alcohol are adhered to.
3. It is not permitted to store barrels, beer crates, wine bottles and other packaging material (including when empty) in public areas.
4. Alcohol use is only permitted in the following cases:
 - a. In the faculty bar area 'De Fusie' (see Paragraph 3) during set opening hours;
 - b. At social gatherings or receptions at other locations in faculty buildings, for which a member of an institute board or department head has given prior written approval.
The following information must be provided:
 - i. The location and the starting and end time of the event
 - ii. The organiser (institute/group/(study) association, etc.)
 - iii. The number of people in the group
5. Social gatherings and receptions begin on weekdays after 16:30 and end no later than 23:00. The Faculty Board may make an exception to this rule. Such activities can take place on weekends or holidays only with the approval of the Faculty Board.
6. If the group for a social gathering or reception is expected to comprise more than 50 persons, the possible additional availability of Emergency Service staff/security staff should be discussed with the head of the General Services Department, and the institute manager or the department head will send a copy of their approval to the reception desk in the building where the event will take place. In the case of social gatherings or receptions in 'De Fusie', the Management Committee (DB) will notify reception accordingly (*Paragraph 3, Article 2*).
7. Any costs arising from the deployment of Emergency Service staff, security staff, etc., outside regular opening times of the faculty buildings (for example, at the weekend or during holidays) will be the responsibility of the organiser of the event.

Article 2 Compliance and complaints procedure



1. The Faculty Board is responsible for the proper observance of the Alcohol Act and of this regulation. During the opening times of 'De Fusie' (*Paragraph 3, Article 1*) this responsibility is delegated to the Management Committee (*Paragraph 3, Article 2*) of 'De Fusie'. This also applies for matters that are not covered in this regulation.
2. If the relevant regulations are not complied with, or not adequately complied with, having first obtained the approval of the Executive Board, the Faculty Board can temporarily or definitively close faculty locations where alcoholic drinks are being served.
3. Directly interested parties may lodge a complaint with the Board of the Faculty of Science regarding the application of any of the regulations mentioned herein. Complaints should be submitted in writing.
4. Directly interested parties include in any event students and staff of Leiden University, all members of the community who are invited to events, and local residents.

Paragraph 3 Faculty bar area 'De Fusie'

Article 1 'De Fusie'

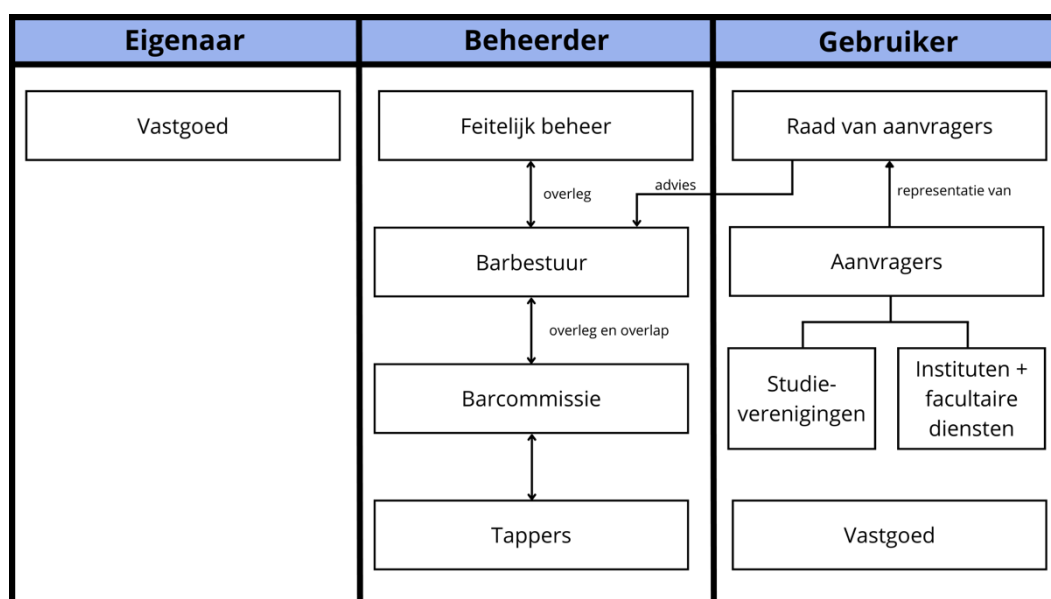
1. 'De Fusie' is a communal meeting space with facilities and associated outdoor space.
2. The actual owner of 'De Fusie' and the associated spaces and facilities is the Real Estate directorate of Leiden University. This department is ultimately responsible for the physical condition of the bar (excluding the loose fittings).

Article 2 Management

1. The management structure of 'De Fusie' is given in diagram form in Figure 1.
2. De Fusie has a bar committee, known as the 'Fusie Committee' (hereafter referred to as 'the Committee'), which comprises experienced bartenders appointed to the Committee.
3. The appointment of new members and the dismissal of current members of the Committee are the responsibility of the Committee.
4. The Committee selects from its members a Chair, a Treasurer, a Bookings Secretary, a Bartenders Secretary and a Buyer, who, together make up the bar management (also known as the 'Management Committee', hereafter referred to as 'DB' – *Dagelijks Bestuur*).
5. The day-to-day operations of 'De Fusie' are the responsibility of the DB.
6. The tasks and responsibilities of the Committee and the DB are described in Paragraph 3, Article 5, and in the *Framework Document Bar Management and Volunteers*; the allowances for these officers are set out in this document.
7. 'De Fusie' has Bartenders, who, together, constitute the Guild of Bartenders.
8. Bartenders are appointed as such by the Bartenders Secretary of the DB.
9. 'De Fusie' is approached by potential users, comprising institutes and study associations of the Faculty. Such users can be the following bodies: the faculty departments, the institutes (Mathematical Institute, Leiden Institute of Advanced Computer Science, ICT Shared Service

Centre, Leiden Institute of Physics, Leiden Observatory, Leiden Institute of Chemistry, Leiden Academic Centre for Drug Research, Institute of Biology Leiden; Institute of Environmental Sciences); and the study associations (De Leidsche Flesch, Chemisch Dispuut Leiden, Leidse Biologen Club, Leidse Pharmaceutische Studenten-Vereeniging “Aesculapius”, the Industrial Ecology study association SHIFT and the LIFE study association).

- One or more employees from the Facilities department of the Faculty of Science will be appointed as contact person(s) from the faculty for the DB (hereafter referred to as ‘facilities contacts’). The facilities contacts advise the DB.



Figuur 1: Beheerstructuur

Article 3 *Operations, maintenance and cleaning*

- Organising activities and maintaining bar equipment in ‘De Fusie’ under the service contract with the supplier (such as tap systems, specific refrigeration, etc.) is the responsibility of the DB.
- Activities in the bar must be requested from the Bookings Secretary of the DB in line with the Regulation on *Reservations at De Fusie*.
- The House Rules must be complied with. Exceptions to the House Rules require the permission of the DB.
- All those present in ‘De Fusie’ are responsible for their own safety.
- Purchasing is in the hands of the Buyer of the DB. This person is responsible for and authorised to make purchases on behalf of ‘De Fusie’. This includes purchases related to refreshments (both liquid and solid), cleaning supplies and other necessary articles for the proper operation of ‘De Fusie’.



6. Deliveries of supplies will be delivered primarily to the Logistics Department. Arrangements will be made between the Committee and the Faculty of Science Housing Department as to how deliveries will reach 'De Fusie'.
7. Any damage effected by a person directly connected with the Organiser of an activity that occurs during an event reserved by the Organiser will be recovered from that Organiser.
8. The cleaning duties of the Committee include the bar furniture, the two pantries, the outdoor bar, all the bar equipment and all the accoutrements of these four locations.
9. The cleaning of the Science Faculty premises includes everything in 'De Fusie' that is not mentioned in the previous article (floor, tables, chairs and suchlike).
10. Maintenance of 'De Fusie' as a meeting space is the responsibility of the Faculty of Science Housing department.

Article 4 Council of Approved Users

1. 'De Fusie' has a Council of Eligible Users (RvA), comprising representatives of each of the Eligible Users.
2. The DB is accountable to the RvA for the policies implemented.
3. The DB provides a report at least once a year to the RvA, including the financial results of the past accounting year.
4. The role of representative of an Eligible User is incompatible with the role of Committee Member.
5. Contact regarding a meeting of the RvA and the DB will be via the Chair of the DB. Once requested, an event will take place within one month.

Article 5 Committee Members

1. A Committee Member has the right to be responsible for bar services.
2. A Committee Member has the right to sell alcohol and other refreshments in the bar.
3. A Committee Member has the right to be behind the bar and to operate the equipment present in the bar.
4. A Committee Member has the right to refuse to serve alcohol, to withhold alcohol from persons and to remove persons from the bar.
5. A Committee Member will regularly have bar duty.
6. A Committee Member carries out regular cleaning duties as needed.
7. A Committee Member must hold a certificate of Instructions for Responsible Serving of Alcohol (IVA).
8. On-duty Committee Members will leave 'De Fusie' in a clean and orderly state after an event.
9. Structural failure by a Committee Member to perform their duties will result in discharge as a Committee Member.
10. Committee Members are obliged to take note of this document, the Emergency Procedure and the House Rules and may be held accountable for this by the DB and the RvA.
11. Committee Members are required to follow the University's Active Bystander course.



12. Misconduct in or outside 'De Fusie' must be reported to the Committee by the on-duty Committee Member.

Article 6 Bar staff

1. A bartender has the right to sell alcoholic drinks and other refreshments in the bar.
2. A bartender on duty has the right to be behind the bar and operate the equipment in the bar area.
3. A bartender on duty has the right to refuse to serve alcohol.
4. Once an activity has ended, the bartender on duty leaves the bar area in a clean and orderly state.
5. A bartender on duty follows the instructions of an on-duty member of the Committee.
6. Bartenders regularly work bar shifts.
7. Structural failure by a bartender to perform the duties will result in dismissal as a bartender.
8. A bartender is required to be familiar with this document and the House Rules, and may be held accountable for this by the DB and the RvA.
9. A bartender must hold a certificate on Instructions for Responsible Serving of Alcohol (IVA).

Article 7 Bar Board

1. The DB has delegated financial responsibility over the operation of the bar, as described in Paragraph 3, Article 10.
2. The DB is responsible for the condition of the equipment present, the indoor bar, the outdoor bar, the tap equipment and the bar area.
3. The DB will allow the Committee to vote on policy decisions unless it cannot reasonably be asked to do so.

Article 8 Sanctions

1. A Committee Member may issue warnings for violations of the House Rules.
2. Sanctions other than those mentioned in articles 5.4 and 6.3 may be imposed only by the DB and the Facility Contact persons.

Article 9 Physical Area

1. Opening hours
 - a. The bar area is open during the opening hours of the Gorlaeus Building.
 - b. The regular opening hours of 'De Fusie' are Thursdays from 16:30 to 23:00 at the latest.
 - c. Use of 'De Fusie' on Mondays, Tuesdays, Wednesdays and Fridays can be requested via the procedure set out in Paragraph 3, Article 13. On these days too 'De Fusie' may be open from 16:30 to 23:00 at the latest.



- d. The committee member on duty reserves the right to end a social gathering after 19:30 on Mondays, Tuesdays, Wednesdays and Fridays and after 21:30 on Thursdays.
2. Communication on house rules
 - a. All guests of 'De Fusie' are informed of the house rules as described in Paragraph 3, Article 14.

Article 10 Bar Finances

1. The finances of 'De Fusie' will be conducted through the account of the 'De Fusie' Foundation, hereafter referred to as the Foundation. The Treasurer is authorised for this account. All balances will remain the property of the Foundation.
2. The Foundation was established by law by J.R.B. Heemstra, LL.M., notary in Leiden. The Articles of Association of the Foundation can be found in the Deed of Establishment of the 'De Fusie' Foundation.
3. The Foundation is entered in the register of the Chamber of Commerce under number "94923698".
4. For social gatherings on account, a premium of 15% will be charged.

Article 11 Audit Committee

1. Each year, the Committee appoints an Audit Committee, consisting of at least two people who must not be members of the DB and who are preferably highly experienced in the finances of 'De Fusie'. These may be people within or outside the Committee. The Audit Committee, in cooperation with the DB Treasurer, looks at the current financial status of the bar and the financial expectations for the coming period.
2. The Audit Committee reviews the current finances at least twice a year and issues advice as described in the above paragraph.

The DB is obliged to provide the Audit Committee with any information it requires, and to allow it to inspect the books and records of 'De Fusie' if it so desires.

Article 12 Who is welcome

1. 'De Fusie' is intended for anyone who is welcome in the Faculty of Science, and is thus open to anyone affiliated with Leiden University. If desired, a serving Committee Member may ask guests to show a LU card.
2. External persons may be brought into 'De Fusie' in consultation with the Committee Member on duty. On Thursdays within the opening hours of the building, external persons may be brought in within the rules of Leiden University.

Article 13 Reservations Protocol



1. Organisers of events, as mentioned in paragraph 3, article 2, item 9, can request activities in 'De Fusie' using the protocol as described in the Reservations Protocol – De Fusie.

Article 14 *House Rules*

1. The house rules of 'De Fusie' can be found in the document 'House Rules – De Fusie'.
2. The house rules are displayed visibly in the bar.

Paragraph 4 **(Social) Safety**

Article 1 *Emergency numbers and the In-House Emergency Services (BHV)*

The regular emergency numbers are used in 'De Fusie':

Daytime and evenings:	4444
Reception Gorlaeus Building:	4400
Head of In-House Emergency Services BHV (Robin Hartman):	06 23 26 21 22
Emergency number ambulance, police fire service:	112

Article 2 *Attendance*

During the serving hours of alcoholic beverages in 'De Fusie', at least one member of the bar staff will be present who is in possession of the Social Hygiene Certificate (SVH) or who holds an Instruction in Responsible Alcohol Consumption (IVA). Safety when using 'De Fusie' is ensured by all Committee Members being aware of the procedures in case of an emergency. They are informed by:

- Taking part in a session on evacuating 'De Fusie' organised by the Health, Safety and Environment Department.
- Being instructed by a member of the Bar Board who has attended a session organised by the Health, Safety and Environment Department.

Paragraph 5 **Effective date**

Article 1 *Effective date*

The Faculty Alcohol and Bar Policy was adopted by the Faculty Board on 17 September 2024 (Decision nr. FB FWN/2409-09).