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ADVERTISING

- Samples of all student organization advertisements must be submitted to the Student Organizations Support Department for approval
- The USC will review each advertisement to determine if;
 - it relates to an approved event
 - its content is appropriate
- Once an advertisement has been approved, the SOS department will contact the event organizer. one of the Student Organization members is required to pick up the approved hard copy
- In order to have the approved advertisement posted on campus, the Student Organization must take the approved hard copy to Creative Services as proof that the poster is acceptable
- Creative Services will stamp each individual copy of the advertisement so it can be distributed on campus in designated poster areas.
- You may also pay a flat rate at Creative Services in order for their employees to post your advertisements for you. Contact inprint@uwo.ca for details.
- Posters can only be place on designated poster boards – not on walls, pillars, in washrooms, etc.
- Large banners, once approved by SOS staff, are to be mounted by USC Programming staff through Mustang Central
- Any temporary, permanent or portable signage must be approved by Facilities Management after receiving approval from SOS staff

Chalking

- The temporary chalking of information is permitted only with the use of washable product on horizontal, exposed surfaces.
- Tunnel floors and walls are not considered to be exposed surfaces and chalking on them is, therefore, prohibited.
- As above, chalked messages deemed to be distasteful or offensive will be removed at the direction of the Associate Vice-President, Facilities Management & Capital Planning Services or the Director of Campus Community Police Services.

Portable Signs

- All portable signage on campus must be approved by Facilities Engineering, and be provided by University Parking and Visitor Services.
- Signage will be obtained and paid for by rental agreement and will be placed and removed at an agreed time

BOTTLE DRIVE

- These can be a great way to make money for your Student Organization; it is also an active way to get out in the community to help clean it up and make a profit for doing so!

- Items that can be returned include any bottles or cans (including wine bottles) purchased/stocked by either the Liquor Store, Beer Store, Wine Rack, Loblaws (PC Brand only).
- All empties are to be returned to the Beer Store only; the Liquor Store will not accept returns

CAMP FIRES

- A person may conduct a Fire in an 'outdoor fire container', meaning a non-combustible container used to hold a small fire (i.e. chimney, metal tubs, fire pits and outdoor brick fireplaces, etc), subject to the conditions listed below:
 - shall only use an outdoor fire container that is constructed by non-combustible material
 - shall contain the fire within the outdoor fire container at all times
 - shall locate the outdoor fire container at least 4 feet away from any building, structure, property line, tree, hedge, fence, roadway, overhead wire or other combustible article
 - shall locate the outdoor fire container on a non-combustible surface extending beyond the unit to a dimension equal to the height of the outdoor fire container
 - shall only burn commercially produced charcoal, briquettes, or clean, dry, seasoned wood
 - do not burn noxious materials (i.e. tires, plastics, rubber products, drywall, demolition waste, construction waste, paint, animal organic waste, vegetable waste, food waste, biomedical waste, tar, asphalt products, battery boxes, pressure-treated wood and painted wood)
 - shall not have any trip hazards within two (2) metres of the fire
 - shall have an effective extinguishing agent of sufficient size and with the capability of extinguishing the fire, immediately available for use should an emergency arise
 - shall attend, control and supervise the fire at all times
 - shall not allow the fire to rise any larger than 3 feet wide by 3 feet tall
 - shall completely extinguish the fire before the site is vacated

COMPLIMENTARY DRINKS AT USC EVENTS

- The USC will permit the distribution of 1 (one) complimentary drink at a USC Student Organization event
- The complimentary drink must be distributed by facility staff/or USC contracted security in the form of a ticket
- Complimentary drink tickets must be supplied by the facility
- Tickets can only be distributed at the door of the event after attendees have passed through and had their identification checked by security staff
- Tickets are only permitted to be given out to event attendees who are 19 years of age or older
- Tickets can only be redeemed at the designated bar
- Only 1 (one) ticket per person may be redeemed at a time
- The USC reserves the right to review the event as to the reason why permitting drink tickets is requested; if for any reason this is not approved, the USC may withhold the right for drink tickets to be distributed at the Student Organization's event

- Bottles of wine are not permitted at tables, as this is a direct violation of Campus Alcohol Policy
- Bottle Service is not permitted; this is also a direct violation of Campus Alcohol Policy

CONTROVERSIAL EVENTS

Events that could be considered controversial, including, but not limited to, public or private events, speakers, atrium days, protests, etc., must provide a minimum of ten (10) **business** days notice (2 standard weeks) as the event may require additional approval by the University of Western Ontario. One guide as to whether something is controversial is any event that may result in enquiries to UWO or the USC by the local, regional, or national press. UWO and the USC wish to ensure that they are prepared to answer any questions regarding the event or activity.

Secondly, any event that may present public safety concerns would also be considered “controversial”. UWO and the USC require time to review each particular situation and where necessary, make the appropriate preparations to ensure public safety.

EVENTS

Budgets

- A budget must be submitted with an event proposal for any event involving the use of a Student Organizations finances; this way the finance department can keep each account up to date and organized
- No event will proceed until the budget has been approved or it has been confirmed that no club funds will be used; this protects the Student Organization from possible difficulties in monetary situations that could arise in the future

Event Contracts

- All contracts associated with a USC student organization event must be submitted as part of the event proposal
- For events that require contracts to be written up by the Student Organizations Advisor, you are required to provide all of the necessary information outlining the agreement providing at least five business days to write, negotiate and process **each** contract.
- Contracts will only be written where the USC is to be invoiced for venue rental or food/drink purchases
- SO’s can request a contract be written at any time
- 10 business days are required **per** contract
- The Student Organizations Advisor will review all contracts and negotiate on your behalf should you require or request any changes to be made regarding pricing, dates, etc.
- The Manager will then sign the contract on behalf of the Student Organization providing all information and negotiations in the contract suit the best for the Student Organization

- **Students are not permitted to sign any contracts on behalf of their Student Organization (USC)** as that individual then becomes personally liable for anything involved with the contract and can consequently be sued by the venue/external organization
- If a student signs a contract on behalf of the Student Organization (USC), not only will the contract be considered invalid, but the Student Organization will face possible sanctions from the CGC (Clubs Governance Committee) up to and including de-ratification

Payment of Contracts

- Events with contractual obligations to vendors (i.e. venues, DJ's, caterers, etc.) will be required to complete a Contract Payment Agreement – also known as a Purchase Order. This agreement allows the USC to authorize payment of these contracts, using the organizations USC finance account on behalf of the organization.
 - The contract must be signed by 2 signing officers of the student organization
 - If the amount of the invoice is higher than the payment agreement, a Signing officer will be required to confirm the changes to the invoice and authorize payment.

Event Monitors : Sober Monitors

- Events involving alcohol require that the Student Organization supply two of its members to serve as sober monitors (SMs)
- The USC reserves the right to increase this number where and when it deems appropriate.
- Event organizers are required to submit the two names as part of their event proposal noting their first and last name, and phone number and email address (this list will be kept on file and may be forwarded to the security staff for the event)
- Students who are acting as SMs for events are responsible to check-in with security at the main entrance upon their arrival. Security will then mark you as present after checking your proof of identification.
- Students who are listed as sober monitors will be wristbanded by the Security company (sober monitor wristband) to distinguish them from the other attendees.
- SMs are not permitted to consume alcohol leading up to and for the duration of the event
- Designated drivers are responsible for assisting event participants in finding appropriate transportation home from an organized event (i.e. cabs, public transit). They are not responsible for driving students home; they are only responsible for arranging transportation for the student.
- SMs are responsible for ensuring that no policy violations take place at the event.
- In the case that a policy violation does occur at an event, SMs must immediately report the violation to the venue staff, any security staff as well as to the event organizer. Additionally, the event organizer is responsible to work with the appropriate DD to develop a report for submission to the SOS Department within 48 hours following the event.

Event Proposal

- All Student Organizations affiliated with the USC are required to submit an event proposal via the USC's online Western Link portal; this way the SOS Department can assist the Student Organization in planning the event and possibly advocate for the Student Organization for contract matters, advertising, etc.
- Events must be submitted:
 - 21 days prior for larger events such as formals, bar nights, etc., or any event involving contracts of any type
 - 3-5 days prior for general meetings, executive meetings, an event that does not require a contract
- The proposal will be reviewed and either the Student Organizations Advisor, or the Compliance Coordinator will follow up with the event organizer within three (3) to five (5) business days with feedback as to how they can proceed with the approval process for the event
- The **Compliance Coordinator** will assist with any travel outside the City of London
- The **Student Organizations Advisor** will assist with all other events
- All proposals require final approval from the SOS Department before a Student Organization may proceed with their proposed event; if the event is rejected, the SO is prohibited from moving forward with the event
- Any Student Organization discovered to be holding events that they did not submit proposals for, or holding events where the proposal was rejected by the SOS department will face possible sanctions from the Clubs Governance Committee (CGC) up to and including de-ratification
- The name of the organizer whose name is listed on the event proposal must also be responsible for booking other aspects of the event when applicable (i.e. the venue, DJ, etc.)

Timeframes

Meetings, tables, simple events:

- must be submitted a minimum of 3 business days prior to the date of the event.

Events with advertising, budgets, display materials:

- must be submitted a minimum of 5 business days prior to the date of the event.

Events with security, performers, contracts, venue rentals, bar events, ticket sales:

- must be submitted a minimum of 10 business days prior to the date of the event.

Trips out of the city:

- must be submitted a minimum of 15 business days prior to the date of the event.

Events that require waivers (sporting events, higher risk):

- must be submitted a minimum of 10 business days prior to the date of the event.

Event Security

- Depending on the nature of your event, you may be required to have professional security staff at your event; if so, the Student Organizations Advisor will inform you at their earliest convenience
- The SOA will determine the number of staff required for your event and book them on your behalf using a preferred USC vendor to ensure you get the USC rate
- Security is required to arrive 30 minutes prior to the start of your event and to stay throughout its duration
 - There is a 2 guard minimum (the security company will not send just one guard), and they will be paid for a minimum of 3 hours regardless of if they are not there for 3 hours.
- Security reports to the license holder; not your organization
- Security is there to help, so remember, if you or anyone attending the event is having a problem, it is important to notify security at your earliest convenience
- General Estimates (the SOS Department have the right to increase or decrease these numbers):
 - Wet/Dry - 2 guards for the first 50 and 1 for every 50 thereafter
 - Wet - 2 guard for the first 100 and 1 for every hundred thereafter
 - Dry - Determined by the SOA if required

FAMINE/FASTING

- Famine's on-campus are limited to 24 hours. Students may not participate in 30 hours famines on-campus.
- All participants must complete a waiver and declaration of health status prior to participating in the fast.

FASHION SHOWS

Upon the submission of an event proposal for a Fashion Show, note that it is necessary to complete the following requirements to have your event approved:

- Budget must be approved before any contracts are written or signed (this includes clothing contracts and cost of any possible damages to clothing)
- When you have your Model Auditions, you will be required to have each model fill out a **Photo/Video Release Form**; this grants you permission to show photos/video footage of the models
- When you have completed Auditions and have decided which models you will be using for the show, it is necessary that each model who will be participating in the show fills out a **Volunteer Acknowledgment Form** stating that they are aware that they are not receiving any financial reimbursement for their time; they are simply volunteers (available online)
- Any other volunteer (MC, hair stylists, make up artists, performers, etc) are also responsible for completing a **Volunteer Acknowledgment Form** (available online)

- Any performers who will be reimbursed for their time, may be required to sign a **Provision of Services Agreement** (drafted by your SOA)
- If your Student Organization is securing Clothing Sponsors for this event, it is necessary that you have each retail store complete a **Clothing Contract**
- When you receive Clothing Sponsor information, you must submit a total of retail value for each article of clothing (which is included in the Clothing Contract); it is crucial that in order for your event to be approved, that your Student Organization has at least 15% of total cost set aside in your USC account for possible damages
- If you are obtaining any other sponsors (hair products, , etc) you must complete an Event Sponsorship proposal for each
- After you have submitted the sponsorship proposal, it will be reviewed and approved (or not) by the SOS department. A contract may be drawn up depending on the value of the sponsorship

FILM SCREENINGS

- You must rent or purchase/own the video – downloaded, burned or copies are not permitted under the USC’s licensing agreement;
- Videos with rights under the USC’s licence must be shown within the University Community Centre (UCC) building, the USC’s rights do not extend beyond this building – please book with Western Connections located in the basement of the UCC for UCC Council Chambers, McKellar Room, or conference rooms or with UWO Reservations (bookroom@uwo.ca) for the basement classrooms;
- In the event that the USC does NOT have the rights to a requested film, the organizer of the event must request permission to show the film in a “non-theatrical setting” from the distributor/rights holder of the film, the written permission must include:
 - Where you are permitted to show the film (i.e. on campus, in a specific room, etc.);
 - The maximum number of people you may show the film to in a single showing;
 - The date(s) you may show the film;
 - Any additional details that could affect the screening;
- Fundraising is not permitted for any films under the USC’s licence; this includes (but is not limited to): selling tickets, taking donations, selling club merchandise at the screening, selling food, etc. If you obtain money for any part of a screening and it is discovered, the USC could lose its film licence;
 - Collection of non-perishable food items, clothing, toys, etc. is permitted provided you disclose this information in your event proposal under the “fundraising” section, and it has been given approval.

FOOD REGULATIONS

In the UCC

- All food sale/distribution requests must be presented to the SOS Department during the event proposal process and to USC Reservations upon requesting a booking. Only upon approval from **both** departments will a student organization be permitted to proceed.

- The following food is permitted for sale or distribution in the UCC atrium with approval by both SOS and USC Reservations:
 - Popcorn
 - Cotton Candy
 - Small pre-wrapped candy (i.e. Hershey kisses, mints, etc.) - FOR DISTRIBUTION ONLY NOT SALE
- Restrictions are as follows:
 - Cotton Candy may be bought in advance and must be pre-packaged, alternately, it may be made on-site by the organization members using a rental machine from a USC approved vendor
 - If being made on-site, organizations may only use the centre part of the atrium or on concrete beach for preparation and distribution
 - Any mess must be cleaned up or the organization will be charged a clean up fee
 - If pre-packaged, it may be given away/sold at individual tables around the Atrium
 - Popcorn must be purchased in advance through Western Film and may NOT be made at the table
 - Popcorn may be sold in any bookable space in the UCC (with permission)
- Other events with food - not for sale to public, but only for consumption by club where permitted:
 - Student MAY order food and have it delivered (i.e. Pizza); have pre-packaged food from a store (cookies);
 - No open flames, hot plates, etc. are permitted
 - Food is not to be prepared in the rooms

Public events being held in the Mustang Lounge must be catered by the Spoke or the Wave. Any requests for the use of outside catering will be reviewed on an individual basis.

On Campus - Outside the UCC

Any event being hosted on campus where food is to be served to the general public must have the event catered by Hospitality Services. There are many options available including Pizza Pizza, Subway, Tim Hortons, Great Hall Catering, etc.

Off-Campus Events where Student Organization is bringing in food (not prepared by the venue)

**These events are approved on a situational basis; many factors are involved when approving these types of events:

- Must obtain written permission from venue to bring in food that has not been prepared by them; written permission must specify who is bringing in the food
- Venue must have an approved kitchen facility that has been inspected by the Middlesex London Health Unit
- Locations can be checked on the Health Unit's website: www.healthunit.com
- Catering company must be responsible for delivery (if delivery is provided)

- If a catering company does not deliver the food; proper hot/cold food storage must be accounted for (insulated containers, thermometers, etc)
- If the catering company does not work out of its own premise (a fixed location that has been approved through the MLHU), but rents or utilizes an inspected kitchen – this is permitted
- If the catering company prepares food out of a private kitchen that has not been inspected – this is not permitted
- If the food is not being prepared at the venue and is being transported from an inspected kitchen to a facility; proper hot/cold food storage must be accounted for (insulated containers, thermometers, etc).

Off-Campus Events where food is being brought into a Private Residence

- Most often, this is considered a private event (if you are not selling tickets, or ticket sales are restricted to student organization members only).
- Food inspectors do not inspect private residences, so typically these events would be approved, however, they also remain approved on a situational basis.
- Student organizations wishing to host BBQ's off campus must be for club members only. Only pre-cooked meats must be used for these events.

FUNDRAISING EVENTS

- All Student Organizations seeking to hold an event to raise charitable funds are required to provide a letter from the charity they have chosen to support indicating the following:
 - The registered charity number'
 - Confirmation of the charity's support of the event/method of fundraising
 - Contact information for the charity
 - Approval of the location and venue of the event

IMPORTANT:

- All Student Organizations who execute fundraising and/or awareness events will be required to answer a series of questions regarding the expectations of their event prior to the actual execution date
- **Upon completion of the event, your Student Organization will then be required to provide a mini report of the overall event (attendance, success, etc.)**
- **the submission date of the report will be specified and is required by that date (usually the Thursday after the execution date of the event)**
- Please note that donation boxes, jars, etc. are not permitted on campus
- Please note that raffles are not permitted (unless you have received written permission from the Lottery and Gaming Commission of Ontario)
- All charities must be Registered Canadian Charities
- All funds raised and collected from the fundraising event must be deposited into the student organizations USC finance account the next business day

GRANTS AND FINANCIAL ASSISTANCE

- Student Organizations are required to consult the USC prior to applying for any grants or engaging in any agreements regarding financial assistance from an external organization
- The USC is able to assist you in acquiring grants and is solely responsible to act as the legal entity on your behalf; Student Organizations (Clubs and Faculty Councils) are not legal entities, only the USC can act as the authorized signing party in a grant application
- The USC will create an MOU (Memorandum of Understanding) to articulate what expectations your Student Organization has of the external organization as well as what the external organization expects of your Student Organization in return
- SOS will review and authorize the agreement as well as sign off on behalf of the USC and your Student Organization

INVENTORY / EQUIPEMENT

Student Organizations are not permitted to purchase or hold any inventory or equipment. Examples include: cameras, lighting equipment, microphones, computer equipment, juggling or magic props, etc. Students will not be approved to purchase this equipment or be reimbursed for these expenses.

If you are unsure, please speak to a SOS staff prior to purchasing the items.

PAYPAL

Student organizations are not permitted to set up or use a paypal account for collecting funds. This would be deemed as having an external account.

If you wish to have a fundraising or sales portal site the USC approves of sites such as EventBrite.

SALES ON CAMPUS

Bake Sales

Bake sales are not permitted on campus due to health and safety reasons. Hospitality Services has exclusive rights to serve all food on campus.

Merchandise Sales

Merch sales cannot include any items that are sold on campus. These would include books, cards, clothing, food, etc.

Your organization can sell homemade items (excluding food). These could include self made cards, paper art items, paintings, club related merch, 'ugly' sweaters, etc. If you are unsure, please speak to a SOS staff member.

Raffles

Due to regulations set out by Ontario Lottery and Gaming Act, no form of raffles are permitted at Western. This includes door prizes, 50/50 draws, selling tickets to win a prize.

SCAVENGER HUNTS

- Time limits are not permitted; time limits encourage participants to rush/race which in turn can lead to accidents and injuries
- No vehicles are permitted to be used during a scavenger hunt
- Any interference with the general public is not permitted. General public can be defined to include: businesses, property, animals, etc.
- Any conduct, behaviour or activity that is inappropriate, uninvited, and/or interrupts or interferes with any person, operation, and/or business is not permitted by the USC or UWO. This includes but is not limited to:
 - Clues which require interaction with people, animals, etc., who are not participants in your activity;
 - Clues which impede or disrupt the activities of others or businesses not involved in the activity;
 - Clues which create the opportunity for an individual to accidentally cause property damage, be injured or injure others are prohibited.
- This includes but is not limited to clues which lead to/are:
 - Risk taking activities;
 - Sexually suggestive, derogatory, and/or offensive activities;
 - Potential for property damage (i.e. Take a photo on a red car)
 - No clues which require the participant to take, keep, or borrow items from other places (regardless of their cost or lack thereof) are permitted as this could promote theft
- No J-walking is permitted

SPACE BOOKINGS ON CAMPUS

The event organizer – the person who is submitting the event proposal should be the same person that requests the space bookings for any rooms you require.

For classrooms, please contact UWO reservations by emailing your completed request form to bookroom@uwo.ca. The form can be found online at

For conference rooms, Mustang Lounge, Council Chambers, table bookings in the atrium – please complete the form at Mustang Central. This can only be done by a signing officer. If your organization has been given access to book space online, please visit <http://rez-master.usc.uwo.ca/virtualems/>

SPONSORSHIP AGREEMENTS

- All sponsorship packages associated with a Student Organization must be reviewed and approved by the SOS staff prior to distribution.

- All sponsorship agreement details associated with a Student Organization must be reviewed and approved by the University Students' Council.
- If a company/organization wishes to sponsor your Student Organization, please complete the **Sponsorship Proposal template** and submit it online <http://www.usc.uwo.ca/forms/view.php?id=30>. This will be sent directly to the SOA for review. *Note: The Sponsorship Proposal does not constitute an agreement or imply approval*
- Please clearly outline exact details regarding what the organization will provide for your SO and what your SO will provide the sponsor
- Please include the start and end date of the agreement; including if the company is sponsoring an event, providing an annual donation, etc.
- **Once all terms and conditions have been negotiated, the SOA may draft a Provision of Services for both parties if the value of the sponsorship is \$500+ (Manager on behalf of the Student Organization - USC as well as the sponsoring organization) to sign**
- Only when given the final approval by the SOS Department may you proceed with the sponsorship
- Student Organizations are not permitted to approve or make sponsorship agreements without the permission of the USC. To proceed without USC authorization places the individual who negotiated and/or signed the agreement in a position where they are solely responsible for meeting the terms and conditions of the contract.
- This is a direct violation of policy and your student organization could face sanctions as a result of bring brought to the CGC (Clubs Governance Committee)
- **IMPORTANT:** Please note that students are not permitted to provide receipts to businesses or companies that sponsor them. The USC is a Not-For-Profit Organization and hence cannot legally provide receipts also, Student Organizations are not registered charities or legal entities and are therefore not legally entitled to receipt

SPORTING EVENT REGULATIONS

All student organization sporting events are to take place on campus. Only UWO undergraduate students can participate in sporting events.

Each participant must agree to the following rules and regulations regarding sporting events/activities:

APPROPRIATE ACTIONS

- I will act as a responsible person
- I will acknowledge and appreciate efforts made by all participants
- I will be respectful of officials, coaches and participants
- I will respect the rules
- I will encourage others to enjoy the sport
- I will respect the facility
- I will not make any verbal comments or physical gestures about or towards anyone that could be considered offensive, derogatory, or abusive
- I will not engage in any action that might be considered to be verbally or physically abusive

If participants do not comply with the rules and regulations listed above;

- For first time inappropriate actions, offenders will be ejected from the property
- Repeat offenders will be banned from the property and other similar venues for the remainder of the season

STUDENT PUBLICATIONS

Student Organizations wishing to have publications – print, online or otherwise – are required to:

- Notify the Student Organizations' Advisor of the publication by submitting an event proposal
- Have all advertisements and/or sponsorship of the publication approved prior to publication;
- Include the following disclaimer on the front page if print, or main page if online, of the publication:

“The sole responsibility for the content of this publication lies with the authors. Its contents do not reflect the opinion of the University Students' Council of the University of Western Ontario (“USC”). The USC assumes no responsibility or liability for any error, inaccuracy, omission or comment contained in this publication or for any use that may be made of such information by the reader.”

SWIMMING

Every year in Canada there are several swimming related deaths. As your event includes activities near, or in water, all participants are required to adhere to the following conditions:

- Institute a 'buddy' system for your group by pairing off participants for the duration of the event
- Maintain a heightened awareness while near water
- Identify any undertow's known to be present
- Limit swimming activities to specific times and don't allow anyone to swim or be near the water unaccompanied
- Keep updated on changing weather and water conditions
- No swimming after dark (starting a half an hour before sunset)

TRANSPORTATION

Carpooling – General

- Where trips, carpooling specifically, are concerned, students may only travel a maximum of 3 hours away from London, but remaining within Canada.

The reason for this limitation is that carpooling by students, who are still considered relatively new drivers (especially with graduated licensing), is considered high-risk. Multiple passengers in a car increases risk in terms of liability significantly should a catastrophic accident occur. Additionally, distractions in the car by other students, fatigue from driving long distances, etc., increase the potential for such an accident to occur.

The USC feels that this time allowance permits students to go to most major cities as a club. Any travel beyond the 3 hour maximum would be required to utilize alternate travel methods (example: train, air, chartered vehicle with a professional driver)

Each driver must provide proof of minimum \$1,000,000 liability insurance

Each driver's personal insurance will cover all passengers in their car

The event organization must submit a list of all drivers and their passengers to the SOS Department as part of their event proposal

Emergency contact forms and waivers will be supplied to the event organizer by the SOS staff.

This form must be completed in full by each participant and kept on hand by their driver for the duration of the event.

The passenger list must not be changed after it has been submitted to the SOS staff

The Event organizer must provide all drivers and the SOS staff with a copy of directions to and from the event.

Using Rental Vehicles

- Each driver's personal insurance will cover all passengers in their car
- Your rental agency must be on the USC Preferred Vendor List
- Your Student Organization is required to purchase the optional insurance coverage offered by the rental agency (if you are under the age of 25 this charge is usually mandatory at the rental agency, if you are over 25, you must request the insurance be added);
- Students are permitted to rent vehicles that transport a maximum of 7 passengers; any vehicles that transport more than 7 passengers are not permitted for use.
- The event organizer must submit a list of all drivers and their passengers to the SOS Department as part of their event proposal
- Emergency contact forms will be supplied to the event organizer by the SOS Department. This form must be completed in full by each participant and kept on hand by their driver for the duration of the event.
- The passenger list must not be changed after it has been submitted to the SOS Department
- The event organizer must provide all drivers and the SOS Department with a copy of directions to and from the event.

Coach/Bus Companies

- Vendor must be approved by the SOA (the USC recommends to use a company that is listed in our 'Approved/Preferred Vendors' list)
- Event organizer must provide the names and student numbers of two (2) Bus Monitors per bus chartered who are responsible for ensuring that no policy violations take place on the bus.

- In the case that a policy violation does occur on a bus, it should immediately be reported to the bus driver and the event organizer. Additionally, the event organizer is responsible to work with the appropriate bus monitor(s) to develop a report for submission to the SOS Department 48 hours following the event.
- The event organizer must provide the bus company and the SOS Department with a copy of directions to and from the event.
- In the event that a Student Organization will be providing transportation via bus/coach company for an event; it is the responsibility to ensure that the event organizer ensures that the same possible capacity is available to drive individuals home (if you have 2 busses providing 4 pick-ups, you must have 2 busses booked to provide 4 drop-offs; do not assume that attendees will not utilize their ride home)

Walking

- Must always be on roads that have a proper sidewalk for pedestrian use
- Cross roads only in designated areas; no jaywalking
- Use caution when walking in large groups to ensure no one gets left behind

VIDEO

- On the occasion that a Student Organization will be showing any video footage or film, they must obtain written permission from the rights holders.
- In the event that the viewing will take place in the UCC (and only the UCC), the Student Organizations' Administrator can search the online database to see if the USC already possesses the rights to show the film/video footage, anywhere else on Campus the rights holder must be directly contacted.

VISITORS AND GUESTS - EXPECTATIONS

Respect the right of members of the University community (students, faculty and staff) to pursue their educational or employment activities free from aggression, harassment, abuse, injury, unwelcome requests or demands, or uninvited interruption.

Prohibited Activities

The specific activities which are prohibited by University policies are:

- Any form of violence, aggression, intimidation, harassment, broadly understood to effect physical, emotional, psychological, environmental, or cyber safety
- Any conduct, behaviour, or activity which creates an intimidating, demeaning, hostile, unsafe, or "poisoned" academic or working environment
- Any type of unauthorized distribution of printed or electronic literature broadly understood to include pamphlets, handouts, posters, signs, surveys, or advertisements, which interferes with the orderly functioning of the University or the academic or employment rights of its community members, which includes infringement of the right to peaceful pursuit of campus activities

- Any conduct, behaviour, or activity which is unwelcome or uninvited and interrupts or interferes with a member of the University community pursuing their academic or employment pursuits

VOLUNTEERING

Student Organizations wishing to volunteer with external organizations on or off campus are required to provide proof in writing (e-mail is sufficient) to the SOS department from the organization they are volunteering with. The letter should include:

- Permission to volunteer;
- Outline the activities/duties you will have as a volunteer;
- The date, time, location when you will be volunteering;
- Contact name, phone number/e-mail of your supervisor with the organization

WAIVERS AND EMERGENCY CONTACT FORMS

- Waivers may be required for your event, depending on the nature of the event. You will be notified after sending your event proposal in if Waivers are required
- Waivers will be drafted by the SOS Department and forwarded electronically to the event organizer, it is the event organizers responsibility to ensure the link to the waiver form is forwarded to participants;
- The waiver is an online form that must be completed by each individual in full by the date specified by the staff member managing your event;
- The waivers cannot be printed off and completed. Due to security features, these forms must be completed online
- The SOS Department will forward an electronic copy of the USC Emergency Contact Form to the organizer
- The event organizer must keep these forms on hand for the duration of their event in the case that an emergency situation arises

WET/DRY EVENTS

- When a Student Organization wishes to host a wet/dry event, the SOS staff will book security staff through the USC's Approved/Preferred Vendor
- Security will ID all participants as they enter the venue
- Any participant who is of the legal drinking age will have a wristband put on them by security
- The facility will not serve any alcoholic beverages to anyone who does not have a wristband
- Please note that only the security company and venue staff are permitted to distribute wristbands
- Under no circumstances are students permitted to distribute wristbands

Absolutely no wet or wet/dry events at a private residence.