

University of Saskatchewan Students' Union



Event Planning Handbook

CONTENTS

Information.....	Page 1
Contact Numbers.....	Page 5
Pre-Planning Check List.....	Page 6
Event Planning Tree.....	Page 9
Room Capacities.....	Page 16
Off-Campus Event Form.....	Page 22

Student Event Planning

BACKGROUND

In 2006, the University of Saskatchewan Students' Union (USSU) analyzed its current Student Event insurance procedure and determined that a more safety-oriented approach to Student-Run events was necessary. As a result the USSU will begin to administer "Student Event Risk Management" (SERM) courses in conjunction with its current Server Intervention courses. This course will be mandatory for any group obtaining USSU insurance for their events and will be offered throughout the Academic year.

PURPOSE

- The purpose of this manual is to assist student groups in the production of safe and successful events, on and off campus, in order to protect the health and well-being of all who are involved;
- To assist the Primary Event Organizer in all facets of the event planning cycle and analyze any potential risks;
- For the USSU to take a more active approach in the events that are directly related to the undergraduate students at the University of Saskatchewan; and,
- To limit the colleges' exposure to liabilities related to the use of alcohol on campus.

DEFINITIONS

Alcohol

- Spirits, Beer and Wine

Incident

- Includes any of the following situations occurring on the U of S property:
 - (a) denying an intoxicated person entry to an event
 - (b) denying alcohol service to an intoxicated person
 - (c) a potentially dangerous situation
 - (d) an injury to a person
 - (e) unruly behavior or an illegal act

Serve It Right Program

- Helps operators and servers reduce alcohol-related risks, while maintaining or enhancing profits. Programs for servers and managers include topics on strategies for business success, liabilities, risks and responsibilities, alcohol effects, identifying potential alcohol issues, minors, and managing your duty of care.

SLGA

- Saskatchewan Liquor and Gaming Authority

USSU

- University of Saskatchewan Students' Union

REGULATIONS

- Admission to events will be limited to the authorized number of persons as established by the occupancy load of the facility (see attached list). Liquor functions can be held only in authorized rooms (see attached list).
- Bartenders are not to serve more than two drinks per customer at a time. Bartenders have the authority to refuse service to any person who is intoxicated or unruly.
- The USSU does not permit any contests that encourage the consumption of liquor.
- The USSU will not endorse the organization and/or promotion of Pub Crawls on or off the University of Saskatchewan.
- Bar service will be terminated one half hour before the end of the function. It is then expected that all persons will have vacated the facility by the designated termination time.
- Photo identification and a monitoring system will be employed to ensure underage guests do not consume alcohol.
- No person who is apparently intoxicated may be permitted to leave the venue until reasonable steps have been taken to ensure the person's well being.

POLICIES

- The consumption of alcohol on U of S property is limited to persons at least 19 years of age.

- The USSU prohibits high-risk alcohol related practices including, but not limited to, bulk purchases, drinking games, two-for-one alcohol specials. Any activity that encourages excessive or quick consumption of alcohol is prohibited.
- The use of alcohol shall comply with all laws and regulations, on and off campus.
- All events involving the use of alcohol shall have a designated person responsible for the provision of this policy.
- It is recommended that admission tickets to an alcohol-related event be pre-sold in order to provide for proper planning and greater control of large events.

DOOR POLICY

- At each licensed premise and for each location identified on a special occasion permit or private function, there shall be a door policy that includes the following elements:
 - Staff shall be assigned to monitor and screen guests entering and leaving a licensed premise.
 - The capacity of a licensed premises will not be exceeded.
 - There shall be adequate staff available at all times to adequately control the nature of the specific alcoholic event.
 - Door personnel shall be certified with the Serve It Right training.
 - Appropriate signage aimed at preventing incidents shall be placed at or near the entrance of each function involving alcohol.
 - Intoxicated persons will not be allowed access to licensed premises.
 - Troublesome persons will not be allowed access to licensed premises.

ALCOHOL SERVICE

- At each licensed premises and for each location identified on a special occasion permit, private function or catering endorsement, there shall be a policy on the service of alcohol that includes at least the following elements:
 - Alcohol shall be served in a safe and responsible manner.
 - Alcohol will not be served to persons under the age of 19.

- Servers of alcohol shall be certified with the Serve It Right certificate program.
- Persons who appear to be intoxicated shall be denied service of alcohol.
- Alternative beverages and food shall be promoted and encouraged.

INCIDENTS

- All incidents shall be documented and reported to Campus Security on a timely basis;
- Campus Security shall be contacted immediately with any incident involving a troublesome person or a person who appears to be intoxicated.

SECURITY

- Organizers of events shall be responsible for compliance with the provisions of the Saskatchewan Liquor and Gaming Authority and University of Saskatchewan Policies. Organizers shall have in attendance one member of the University of Saskatchewan Students' Union Student Crew per 75 people in attendance. Student Crew is to be on duty one half hour prior to the opening of the event.

UNIVERSITY SECURITY

- Campus Safety Officers may be called upon to assist in removing individuals, groups or materials that violate laws and/or the University regulations regarding alcohol use or promotion. Where alcohol is being served at an event without the required approval, Campus Security is authorized to take whatever actions necessary to remove it and/or terminate the event.

USSU

- The USSU is responsible for ensuring that any alcohol service is in accordance with the policies of the USSU. Alcohol-related events must be conducted in a manner that complies with all SLGA and University Regulations. Furthermore, the USSU is responsible for providing to students and USSU-ratified clubs all relevant information regarding the University's Alcohol Policy and requiring that their activities adhere to this policy.

- The USSU currently facilitates Server Intervention training for interested clubs on campus. Beginning in September of 2007, this program will be enhanced to incorporate Risk Management and will be required by all groups prior to ratification. This session will last approximately 1 hour and cover all pertinent information to event planning and event management.

INSURANCE FORMS

- A “Risk Assessment” Application form (Appendix A) must be completed and sent to the USSU for approval at least seven (7) business days prior to the scheduled event This application form must contain the name of a Primary Event Organizer who will be present for the duration of the event, as well as the authorizing signature of the appropriate University supervisor.
- Note that an application does not guarantee an approval will be granted.
- The person named as the contact person in the “Memorandum of Insurance” must be present and available for the duration of the event and have read and understood this policy.
- For insurance fees log on to www.ussu.ca/studentgroups

CONTACT NUMBERS

Campus Security ♦ 966-5555

USSU Front Desk ♦ 966-6962

USSU VP Operations & Finance ♦ 966-6967

Student Crew Supervisor ♦ 966-8038

Room Scheduling ♦ 966-4873

SESD ♦ 966-8710

SLGA ♦ 956-2323

The background of the page features a series of overlapping, concentric gray ovals that create a tunnel-like effect, drawing the eye towards the center. The ovals vary in size and are slightly offset from each other, creating a sense of depth and movement.

Pre-Planning Checklist

STUDENT EVENT RISK MANAGEMENT PRE-EVENT PLANNING CHECKLIST

This checklist is designed to assist the Primary Event Organizer in planning effectively for an upcoming event

<u>Done</u>	General
<input type="checkbox"/>	Signing of Primary Event Organizer (PEO) contract.
<input type="checkbox"/>	Ensure the PEO will be able to attend the event.
<input type="checkbox"/>	Obtain First Aid/CPR training and Emergency Response training, or recruit someone with this training.
<input type="checkbox"/>	Discuss with Student Services protocol for handling emergency.
<input type="checkbox"/>	Secure a well-stocked first aid kit.
<input type="checkbox"/>	Perform a site visit prior to event.
<input type="checkbox"/>	Make note where nearest hospital to event is.
<input type="checkbox"/>	Notify security of event and event details (on campus, alcohol involved, large crowds or physical activity).
<input type="checkbox"/>	Make list of other interested parties and inform them of event.
<input type="checkbox"/>	Ensure you will have a cell phone for the event.

<u>Done</u>	Event Involving Alcohol
<input type="checkbox"/>	Determine the number of volunteers required (guideline - 1 volunteer for every 25 participants).
<input type="checkbox"/>	Recruit volunteers.
<input type="checkbox"/>	Have a back-up plan for no-shows (e.g. a list of alternates and phone numbers).
<input type="checkbox"/>	Confirm bartenders or venue management staff are Server Intervention certified.
<input type="checkbox"/>	Confirm there are enough bartenders for the size of event.
<input type="checkbox"/>	Confirm venue security (if not hire private security).
<input type="checkbox"/>	Develop 'Information Sheet' for distribution to all attendees (at event sign-up stage). <ul style="list-style-type: none">• Valid ID's requires.• Waiver required (if applicable).
<input type="checkbox"/>	Development ID checking procedures.
<input type="checkbox"/>	Obtain 'wrist-bands'.
<input type="checkbox"/>	Set up process during ticket sales to administer, collect and store waivers.

<u>Done</u>	Event Involving Travel
<input type="checkbox"/>	Consult with Student Services (or appropriate person) regarding travel regulations.
<input type="checkbox"/>	Choose vehicle type needed and rent vehicle.
<input type="checkbox"/>	Make sure insurance is included in rental fee (minimum \$1 million insurance required).

- Plan travel arrangements (if necessary) for attendees with special needs.
- Determine # of Bus Monitors required (if applicable) (guideline: 2 volunteers per bus).
- Recruit Bus Monitors (if applicable).
- Obtain Bus Monitor Contract & have Bus Monitors sign contract (if applicable).
- Have a back-up plan for no-shows (e.g. list of alternatives and phone numbers) (if applicable).
- Pick up a travel sign-in sheet.
- Develop 'Information Sheet' for distribution to all attendees (at event sign-up stage).
 - Participants driving own vehicle should carry a minimum of \$1 million liability coverage.
 - Travel document requirements (e.g. drivers license; passport; medical card; visa; work permit; etc.).
 - Arrival/departure times and consequences of missing bus (participants will be on their own).
 - Requirement to sign waiver.
- Set up process to administer and collect waivers during ticket sales process.
- Develop contingency plan for persons who miss return transportation.

Done

Event Involving Physical Activity

- Determine # of supervisors/monitors required (guideline - higher the risk, more supervision required).
- Recruit supervisors.
- Have a back-up plan for no-shows (e.g. a list of alternates and phone numbers).
- Determine risks involved in the use of the equipment.
- Ensure waivers are being created.
- Set up process to administer and collect waivers during ticket sales process.
- Set up procedures to check required ID's.
- Review crowd control procedures and ensure supervision levels are adequate.

Done

Event Impacting on Local Community

- Determine # of monitors required.
- Recruit monitors.
- Have a back-up plan for no-shows (e.g. a list of alternates and phone numbers).
- Seek advice regarding allowable noise levels.
- Send out letter of notice to neighbours and surrounding businesses.
- Review crowd control procedures and ensure supervision levels are adequate.
- Plan for post event clean-up.

Done

Post Event

- Submit verbal and/or written evaluation to Student Services.
- Submit completed Incident/Accident Report form(s) if applicable.
- Put all forms (waivers, sign-in sheets, accident reports, evaluation) in an envelope and submit to Student Services within 72 hours of the completion of your event.

The background of the page features a series of overlapping, concentric gray ovals that create a tunnel-like effect, drawing the eye towards the center. The ovals vary in size and are slightly offset from each other, creating a sense of depth and movement.

Event Planning Tree

Event Planning Tree

1. GENERAL (ALL EVENTS)

FACILITIES	SUPERVISION	DOCUMENTATION	EMERGENCY RESPONSE PLAN
<input type="checkbox"/> Bookings <input type="checkbox"/> Space e.g. room <input type="checkbox"/> Set-up <input type="checkbox"/> AV <input type="checkbox"/> Sound system <input type="checkbox"/> Rental Contract <input type="checkbox"/> Approval <input type="checkbox"/> Site Visit <input type="checkbox"/> Bathrooms <input type="checkbox"/> Electrical Hook-ups <input type="checkbox"/> Set-up <input type="checkbox"/> Parking <input type="checkbox"/> Concessions <input type="checkbox"/> General Inspection <input type="checkbox"/> Meeting: site manager <input type="checkbox"/> Site Information <input type="checkbox"/> Specific details <input type="checkbox"/> Map	<input type="checkbox"/> Identify Staffing Needs <input type="checkbox"/> Supervisors/Monitors <input type="checkbox"/> Ticket Takers <input type="checkbox"/> Security <input type="checkbox"/> Entry <input type="checkbox"/> Crowd Control <input type="checkbox"/> Set-up/Take Down <input type="checkbox"/> Cleanup <input type="checkbox"/> Backup Staff <input type="checkbox"/> Band/Speaker Liaison <input type="checkbox"/> Identify Training Needs <input type="checkbox"/> Identify who needs training <input type="checkbox"/> Identify training types <input type="checkbox"/> Identify training timing <input type="checkbox"/> Job Descriptions/Expectations <input type="checkbox"/> Required	<input type="checkbox"/> Event Approval <input type="checkbox"/> Risk Assessment Form submitted <input type="checkbox"/> Approval confirmed <input type="checkbox"/> Event Publicity <input type="checkbox"/> Posters / Flyers <input type="checkbox"/> Event Signage <input type="checkbox"/> Website / emails <input type="checkbox"/> Approval confirmed <input type="checkbox"/> Communications re Event to: <input type="checkbox"/> Student Life <input type="checkbox"/> Security <input type="checkbox"/> Police <input type="checkbox"/> Other <input type="checkbox"/> Waiver <input type="checkbox"/> Development <input type="checkbox"/> Implementation Procedure <input type="checkbox"/> Event Insurance <input type="checkbox"/> Required <input type="checkbox"/> Secured <input type="checkbox"/> Certificate of Insurance required <input type="checkbox"/> Event Evaluation <input type="checkbox"/> Required <input type="checkbox"/> Submitted	<input type="checkbox"/> Emergency Plan <input type="checkbox"/> Communication (e.g. cell phones) <input type="checkbox"/> People need training <input type="checkbox"/> First Aid Kit <input type="checkbox"/> Other emergency requirements <input type="checkbox"/> Nearest Hospital location <input type="checkbox"/> Emergency Contact list <input type="checkbox"/> Accident Report Form
Budget \$ _____	Budget \$ _____	Budget \$ _____	Budget \$ _____

2. TRAVEL

VEHICLE	SUPERVISION	DOCUMENTATION	EMERGENCY RESPONSE PLAN
<input type="checkbox"/> Bookings <input type="checkbox"/> Required <input type="checkbox"/> <input type="checkbox"/> Professional Driver <input type="checkbox"/> <input type="checkbox"/> Van / Bus Rental <input type="checkbox"/> Contract / Approval <input type="checkbox"/> <input type="checkbox"/> Vehicle Inspections <input type="checkbox"/> Checklist <input type="checkbox"/>	<input type="checkbox"/> Bus Monitors <input type="checkbox"/> Contracts <input type="checkbox"/> <input type="checkbox"/> Job Descriptions <input type="checkbox"/> <input type="checkbox"/> Clear Expectations <input type="checkbox"/> <input type="checkbox"/> Participant sign-in sheet <input type="checkbox"/>	<input type="checkbox"/> Travel Regulations <input type="checkbox"/> University Policy <input type="checkbox"/> <input type="checkbox"/> Driver Requirements: <input type="checkbox"/> Age <input type="checkbox"/> <input type="checkbox"/> Valid DL <input type="checkbox"/> <input type="checkbox"/> Driver Record <input type="checkbox"/> <input type="checkbox"/> Training <input type="checkbox"/> <input type="checkbox"/> Driver Approval <input type="checkbox"/> <input type="checkbox"/> Travel Documentation <input type="checkbox"/> Passport <input type="checkbox"/> <input type="checkbox"/> ID (e.g. DL) <input type="checkbox"/> <input type="checkbox"/> Medical / Health Insurance <input type="checkbox"/> <input type="checkbox"/> Visa <input type="checkbox"/> <input type="checkbox"/> Emergency contact information <input type="checkbox"/> <input type="checkbox"/> Trip Information <input type="checkbox"/> Info re. Event <input type="checkbox"/> <input type="checkbox"/> Info re. meeting time/place <input type="checkbox"/> <input type="checkbox"/> Info re. travel documents required <input type="checkbox"/> <input type="checkbox"/> Info re. missed bus procedures <input type="checkbox"/> <input type="checkbox"/> Travel Insurance <input type="checkbox"/> Required <input type="checkbox"/> <input type="checkbox"/> Secured <input type="checkbox"/>	<input type="checkbox"/> Emergency Plan <input type="checkbox"/> Emergency Contact list (e.g. parent) <input type="checkbox"/> <input type="checkbox"/> Emergency Contact list (University) <input type="checkbox"/>
<p>Budget \$ _____</p>	<p>Budget \$ _____</p>	<p>Budget \$ _____</p>	<p>Budget \$ _____</p>

3. Alcohol

FACILITIES	SUPERVISION	DOCUMENTATION	EMERGENCY RESPONSE PLAN
<input type="checkbox"/> Bookings <input type="checkbox"/> Liquor Licence <input type="checkbox"/> <input type="checkbox"/> Special Events Licence <input type="checkbox"/> <input type="checkbox"/> Liquor Purchase <input type="checkbox"/> Requirements <input type="checkbox"/>	<input type="checkbox"/> Extra Staffing Needs <input type="checkbox"/> Campus Police <input type="checkbox"/> <input type="checkbox"/> City Police / RCMP <input type="checkbox"/> <input type="checkbox"/> Extra Security <input type="checkbox"/> <input type="checkbox"/> Wrist Band / ID Control <input type="checkbox"/> <input type="checkbox"/> Residence Staff: after event <input type="checkbox"/> <input type="checkbox"/> Special Training Needs <input type="checkbox"/> Server Intervention: who <input type="checkbox"/> <input type="checkbox"/> Crowd control <input type="checkbox"/>	<input type="checkbox"/> Alcohol Policy <input type="checkbox"/> University Policy <input type="checkbox"/> <input type="checkbox"/> University Procedures <input type="checkbox"/> <input type="checkbox"/> Event Publicity <input type="checkbox"/> Policy on advertising alcohol <input type="checkbox"/> <input type="checkbox"/> Event Insurance <input type="checkbox"/> Insurance Policy covers event involving alcohol <input type="checkbox"/>	<input type="checkbox"/> Emergency Plan
Budget \$ _____	Budget \$ _____	Budget \$ _____	Budget \$ _____

4. PHYSICAL ACTIVITY

FACILITIES	SUPERVISION	DOCUMENTATION	EMERGENCY RESPONSE PLAN
<input type="checkbox"/> Bookings <input type="checkbox"/> Equipment needed <input type="checkbox"/> Special set-up	<input type="checkbox"/> Special Staffing Needs <input type="checkbox"/> Activity Supervisors required <input type="checkbox"/> Qualifications needed <input type="checkbox"/> Certificate needed <input type="checkbox"/> Referees <input type="checkbox"/> Instruction <input type="checkbox"/> Instruction required	<input type="checkbox"/> Medical Screening <input type="checkbox"/> Participants screened <input type="checkbox"/> PAR-Q <input type="checkbox"/> Medical	<input type="checkbox"/> Emergency Plan
Budget \$ _____	Budget \$ _____	Budget \$ _____	Budget \$ _____

5. FOOD

FACILITIES	SUPERVISION	DOCUMENTATION	EMERGENCY RESPONSE PLAN
<input type="checkbox"/> Bookings <input type="checkbox"/> Special Permit <input type="checkbox"/> Special set-up	<input type="checkbox"/> Special Staffing Needs <input type="checkbox"/> Chefs, servers etc. <input type="checkbox"/> Extra Cleanup	<input type="checkbox"/> Serving of Food Guidelines <input type="checkbox"/> University Policy / Procedures <input type="checkbox"/> Food handling protocol	<input type="checkbox"/> Emergency Plan
Budget \$ _____	Budget \$ _____	Budget \$ _____	Budget \$ _____

6. COMMUNITY IMPACT

FACILITIES	SUPERVISION	DOCUMENTATION	EMERGENCY RESPONSE PLAN
<input type="checkbox"/> Bookings <input type="checkbox"/> Permission required <input type="checkbox"/> Sound system <input type="checkbox"/> Amplified music <input type="checkbox"/> Noise By-laws <input type="checkbox"/> Decibel limit <input type="checkbox"/> Neighbour liaison <input type="checkbox"/> Meeting <input type="checkbox"/> Approval <input type="checkbox"/> Police / Fire Dept <input type="checkbox"/> Contracts <input type="checkbox"/> Special contracts <input type="checkbox"/> Band <input type="checkbox"/> Speakers <input type="checkbox"/> Contract Approval <input type="checkbox"/> Decibel limit <input type="checkbox"/> Neighbour liaison <input type="checkbox"/> Administration <input type="checkbox"/> Student Union	<input type="checkbox"/> Special Staffing Needs <input type="checkbox"/> Sound System <input type="checkbox"/> Lighting <input type="checkbox"/> Extra Security <input type="checkbox"/> Extra cleanup <input type="checkbox"/> Band / speaker hospitality	<input type="checkbox"/> Noise By-laws <input type="checkbox"/> University Policy <input type="checkbox"/> City / Community Policy <input type="checkbox"/> Event Publicity <input type="checkbox"/> Distribution to neighbours <input type="checkbox"/> Communication re Event to: <input type="checkbox"/> Neighbours <input type="checkbox"/> Local Businesses <input type="checkbox"/> Event Insurance <input type="checkbox"/> Extra insurance required	<input type="checkbox"/> Emergency Plan
<p style="text-align: right;">Budget \$ _____</p>	<p style="text-align: right;">Budget \$ _____</p>	<p style="text-align: right;">Budget \$ _____</p>	<p style="text-align: right;">Budget \$ _____</p>



Room Capacities

ROOM CAPACITIES

Arts Building:

Room Capacity

100	(78) TA	200	(85) TA
101	(68)	202	(70)
102	(89) FTA	203	(50) TA
103	(50) TA	206	(60)
104	(78) TA	207	(50) TA
105	(40)	208	(77) TAA
106	(71)	210	(60)
108	(60)	211	(83) TAA
109	(71)	212	(75)
133	(154) THEATRE (MM-DVD)	213	(40)
134	(154) THEATRE (MM-DVD)	214	(75) (MM - DVD-CD / VHS)
143	(350) THEATRE (MM-DVD)	217	(65) (MM - DVD-CD / VHS)
146	(154) THEATRE (MM)	241	(338) (MM)

MM = Multi-media

CHD = chair desks

TA = moveable tablet arms

TAA = tablet arms attached

FTA = fixed tablet arms

VID CONF = video conference

FT = fixed tables

Arts:

Room

156.1	MAIN FOYER (HALLWAY NORTH/SOUTH)
190	FOYER UNDER PLACE RIEL
239.1	STUDENT LOUNGE – DEAN OF ARTS

Arts Tower – Dept. Controlled:

Room Dept. Capacity

249	HIST	(18)	607	PHIL	(16)
710	HIST	(16)	1011	SOC	(18)
312	ENG	(12)	153	PSY	(56)
1008	WGST	(15)	166		(16)
263	GEOG	(109) (MM)	48		(10)
272	GEOG	(32)	49		(10)

ROOM CAPACITIES

Agriculture:

Room Capacity

1E69	(24)	2E25	(78) (MM)
1E79	(44)	2E83	(32)
1E85	(48) (MM)	4C77	(30) (LAB)
1E80	(45) MTG RM	5C61	(75) (MM)
2C71	(50)	2D21	MTG RM (Dean's Office)
2D77	(30)	1E04	STUDENT LOUNGE
2D79	(24) LAB	1D51	ATRIUM
2E11	(38) (PILLAR)	2D61	KENDERDINE
2E17	(48) (MM)	2D55	ATRIUM
2E19	(24)		

Archaeology:

Room Capacity

112	(32)
124	(44)
132	(84)
321	STUDENT LOUNGE

Biology:

Room Capacity

123	(21) FT
124	(37) TA
125	(70) TA
106	(250) THEATRE (MM)

College:

Room Capacity

118	(8) MTG C210	(25) BRD RM (MM)
120	(170 MAIN /180 BALCONY) CONVO HALL	

ROOM CAPACITIES

280 GREEN ROOM

238 MTG - Call: 4632

206 MTG - Call: 4632

Kenderine Art Gallery - Call: 2618

Commerce – Controlled By Comm: (ALL CLASSROOMS ARE MULTI-MEDIA)

Room Capacity

3 (74) FT

103 (74) FT

12 (54) FT

112 (54) FT

16 (45) FT

116 (45) FT

45 (72)

243 (56) FT

46 (75)

Education:

Room Capacity

10 (36) (MM)

2002 (40) CHD

1001 CORRIDOR

2005 (40) CHD

1003 (228) THEATRE (MM)

2009 (39) CHD

1004 (102) FT (MM)

2010 (40)

1005 (200) STUDENT LOUNGE

2014 (40) (MM)

1022 (70) FT

2060 (56) (LONG T)

1024 (60) TA

3093 (12)

1039 (40)

3101 (16)

1109 (56) TA

3133 (20)

1251 (36) CHD

3301 (14)

Engineering:

Room Capacity

1B12 (55)

2C02 (141) (MM)

1B71 (160) THEATRE (MM)

2C40 (84) (MM)

1B77 (46)

2C44 (70)

1B79 (79) (MM)

2C88 (60)

1C70 (58)

2C90 (12)

2B52 (30)

2B53 (68) (MM)

ROOM CAPACITIES

2C01 (70) (MM)

1C10 STUDENT LOUNGE

1A80 NEED APPROVAL AB

A18 CONF RM - CALL 5301

Geology - Controlled By Geology:

Room Capacity

155 (70) FT (MM)

269 (24) FT

255 (48) FT

176 (200) ATRIUM

261 (48) FT

200 – 2ND FLR ATRIUM

265 (40) FT

Health Sciences:

Room Capacity

B3 (158) THEATRE (VID CONF)

B408 (10)

B6 (108) THEATRE (VID CONF) FT

B409 (10)

B10 (80) TA (VID CONF)

B441 (18)

B110 (40) TA

B442 (16)

B111 (72) FTA

B443 (12)

A226 (90) THEATRE (VID CONF)

B444 (16)

B450 (148) FT (MM)

B445 (16)

B406 (10)

B505 (30) FT

B407 (10)

John Mitchell - Controlled By Drama:

Room Capacity

192 (16) MTG RM

Kirk Hall:

Room Capacity

119 (12) MTG

144 (100)

146 (40)

ROOM CAPACITIES

Murray Building:

Room Capacity

271	(31) TA	161	COMPUTER LAB
299	(84) THEATRE (MM)	12	(60) MTG - Call: 966-5927
154	CONF RM.		

PAC:

Room Capacity

231	(25)	234	(32)
232	(60) (MM)	246	(125) THEATRE (MM)

Physics:

Room Capacity

103	(145) THEATRE (MM)	128	(45) TA
107	(275) THEATRE (MM)	129	(30) TA
126	(40) FT	130	(60) FT (MM)
127	(40) FT (MM)	165	(137) THEATRE (MM)

ST. Thomas More – Controlled By STM:

Room Capacity

120	(44) FTA (MM)	124	(16) BOARD RM – DO NOT BOOK
122	(44) FTA (MM)	200	(60) (MM)
140	(180) THEATRE (MM)	260	(40) TA (MM)
450	(45) (MM)	344B	(48) (MM)

Thorvaldson:

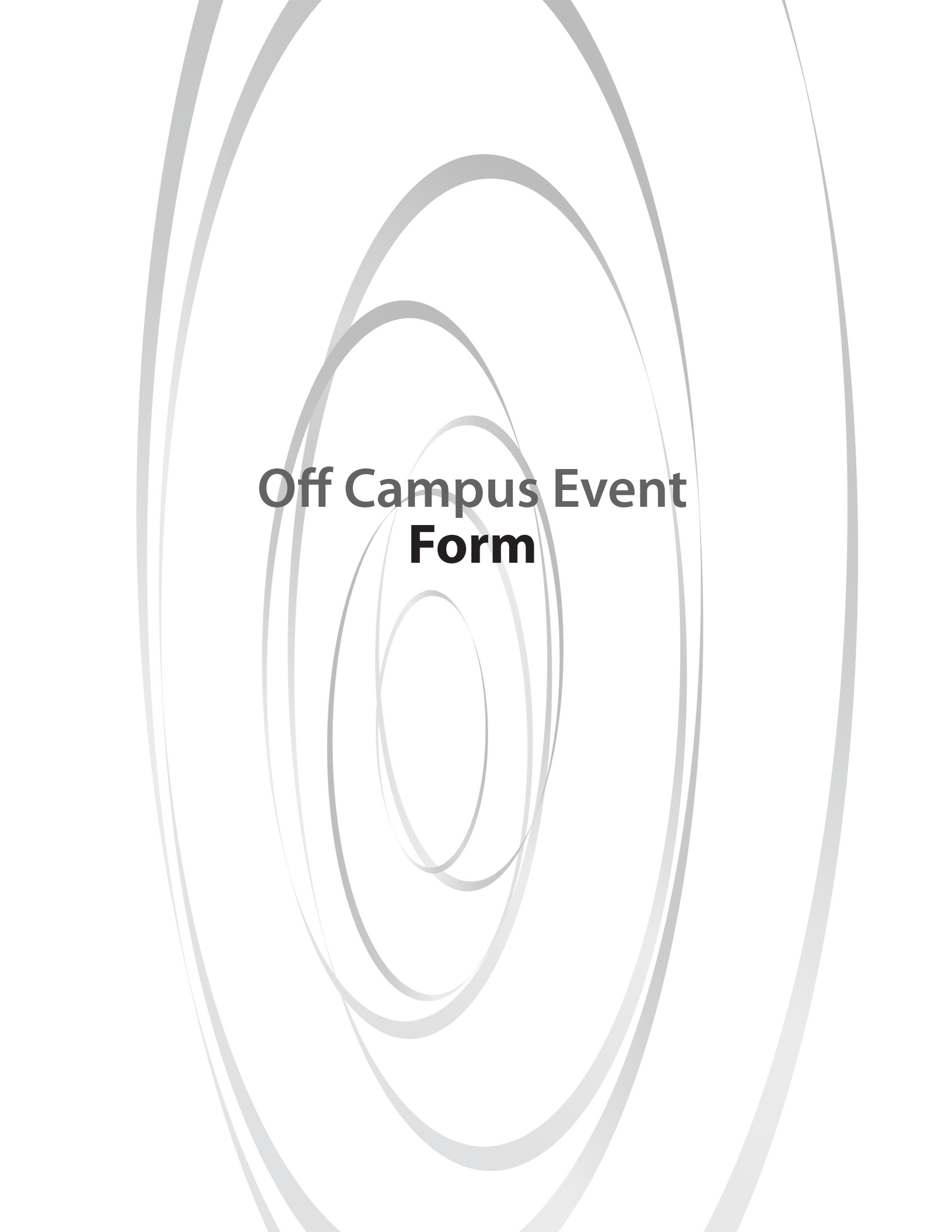
Room Capacity

105	(319) THEATRE (MM)	129	(65) TA
124	(80) TA (MM)	159	(80) SMALL THEATRE (MM)
125	(36)	205A	(55) (MM)
126	(10) MTG ROOM	271	(274) THEATRE (MM)
128	(40)	G28	Call: 6379

Pharmacy - Controlled By Pharm:

Room Capacity

110	(90)	118A	(50) MTG RM
118	(25) MTG RM		



**Off Campus Event
Form**

Room 110, 1 Campus Drive
University of Saskatchewan
Saskatoon, Saskatchewan
S7N 5A3



Telephone: (306) 966-6960
Fax: (306) 966-6978
E-mail: contactus@ussu.ca
Website: www.ussu.ca

STUDENT EVENT RISK ASSESSMENT FORM

Off Campus Event

TO BE COMPLETED & SUBMITTED 7 DAYS BEFORE EVENT

Please remember to complete all sections:

- Part A – Personal, Student Organization & Event Information
- Part B – Risk Assessment (Alcohol/Travel Involved, Amount of Alcohol)
- Part C – Signatures Required for Assessment

If you have any questions relating to the approval of your form, please contact the USSU Office:
Room 65, Place Riel
(306) 966-6960

PART A – PERSONAL, STUDENT GROUP & EVENT INFORMATION

Name of Sponsoring Student Group: _____

Primary Event Organizer: Name: _____

Position in Organization: _____

Telephone #: _____

Email: _____

Name/Description of Event: _____

Date(s) of Event: _____

Venue and/or Location of Event: _____

Telephone # that the Event Organizer can be reached at during the event: _____

Start/End Time: _____

Approximate Number of People Attending: _____

PART B - RISK

The purpose of this part is to:

- Identify hazards and associated risks
- Examine risk management techniques – either to prevent losses from happening or if unavoidable to reduce the frequency and severity
- Select and implement techniques such as exposure avoidance, monitoring, and improving the program as needed
- Protect both the participants and the organizers

1. ALCOHOL INVOLVED? Yes No ⇒ If NO, skip to Section 2 – Travel

Yes No Bartenders are “Serve It Right” trained and are aware of their responsibility not to over-serve or serve to minors?

Yes No Will the entrance/ticket cost include alcohol?
• If so, how much alcohol is included in the ticket price (e.g., 2 drinks)? _____

Yes No Non-drinking volunteers (trained in “Serve it Right”) designated to monitor attendees?
• Number of expected participants? _____
• Number of non-drinking volunteers present at the event? _____

Yes No Will the event be open to all-ages?
• If so, will there be a wristband policy in effect? Yes No

Yes No Will you require additional Student Crew to serve alcohol or provide security?
• If so, how many will you require? _____

Yes No Will you have food sufficient for a light meal?

Alcohol – Appropriate quantities based on requirements in *University of Saskatchewan Policy AC 70-06 Serving Alcoholic Beverages*.

Wine (142ml per serving) _____ **Spirits (28ml per serving)** _____ **Beer/Coolers (341ml per serving)** _____

Total Servings to be purchased (4 servings per guest): _____

2. TRAVEL INVOLVED? Yes No ⇒ If NO, skip to Part D - Signatures

Yes No Are you arranging group transportation?

Yes No Rental of cars/vans (insurance included in rental fee) – Company name: _____

Yes No Rental of bus (insurance included in rental fee) – Company name: _____

Yes No Arrival/departure times known by all attendees?

Yes No Do you have a contingency plan for persons missing return transportation?

Yes No Will alcoholic beverages be permitted on bus and/or rental van?

Yes No Will intoxicated individuals be permitted to board the bus upon departure from the University of Saskatchewan?

Room 110, 1 Campus Drive
University of Saskatchewan
Saskatoon, Saskatchewan
S7N 5A3



Telephone: (306) 966-6960
Fax: (306) 966-6978
E-mail: contactus@ussu.ca
Website: www.ussu.ca

PART C – SIGNATURES REQUIRED FOR ASSESSMENT

- All events have an element of risk and require review by the USSU.

1. Primary Event Organizer: _____	Date: _____
Signature: _____	
2. Contact Phone Number: _____	
3. Reviewed upon submission to the USSU Office (Rm. 65 Place Riel)	

<u>FOR ADMINISTRATIVE PURPOSES ONLY</u>	
<ul style="list-style-type: none">• One copy to sponsoring organization's Primary Event Organizer.• One copy to signing authority.	
<u>REVIEW COMMENTS</u>	<u>REVIEWED & SIGNED BY:</u>
	<input type="checkbox"/> USSU Student Crew Supervisor: _____
	Date: _____
	<input type="checkbox"/> USSU VP Operations & Finance _____
	Date: _____
Primary Event Organizer: _____	Date: _____

