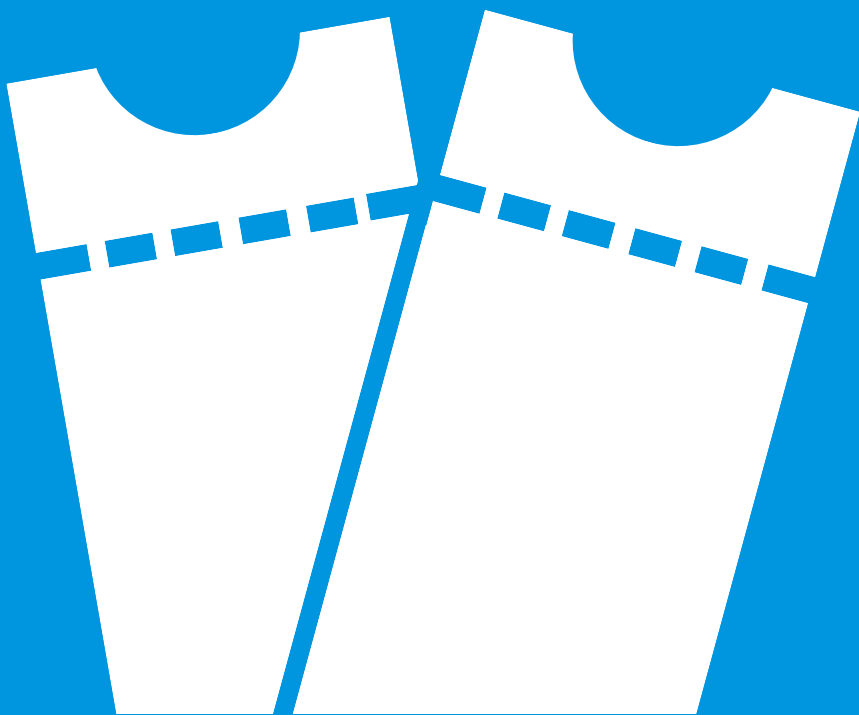


# EVENTS TOOLKIT

FOR CAMPUS GROUPS



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## ABOUT:

This document outlines some best practices regarding event planning and is meant to assist campus groups in the production of safe and successful events, on and off campus. It is also meant to help the event organizers with important elements in the event planning cycle and analyze potential risks to protect the health and well-being of attendees.

This document also includes important information regarding insurance requirements for events, including the sale/service of alcohol and/or events that occur off campus. It further provides risk assessment and management tips that campus groups should be familiar with. Information on copyright for film showings and accessibility considerations are also included.

While not all of these are prescriptive, we highly encourage campus groups to adhere to the general principles and spirit of the information included in this document.

## USSU LIABILITY INSURANCE:

The USSU has a Commercial General Liability insurance policy with limits of \$5,000,000.

Most events hosted by ratified campus groups are automatically covered when occurring **on campus**. The following are not covered by default and require that your group apply for an extension of the USSU's insurance policy through the USSUhub:

- Any event involving the sale or service of alcohol (unless hosted at Louis' or Louis' Loft)
- Any off-campus event
- Any event where a venue, such as the Physical Activity Complex or a College, requests proof of insurance.

Not all events or activities are insurable. We do not insure travel or events with alcohol and multiple venues. Our insurer reserves the right to reject an insurance application on any grounds.

Some activities are completely uninsurable, including certain ones that campus groups may be organized around. If this applies to your group, you will be notified when ratifying.

When hosting events that require insurance, groups must first apply for and be approved for an insurance extension, then pay for it to be eligible for funding.

Insurance extension fees are assessed according to the following schedule:

	<b>No Alcohol</b>	<b>Alcohol served</b>
<b>On-campus</b>	No Application Required	\$25
<b>Off-Campus</b>	\$25	\$25 for the first 50 attendees + \$0.50 /attendee after that, to a maximum of \$500.

## **APPLYING FOR INSURANCE:**

To make an insurance extension application, follow these steps:

1. Log in to the [USSUhub](#) using your group's @ussu.ca email
2. Click "Off-Campus Events & Insurance" in the top bar
3. Follow the steps outlined in the application form, including all required information
4. If approved, your group will receive an email with details about the assessed fee
5. Once the fee is paid, your group will receive an invoice

**Note:** *Campus Groups are not covered for any events that the USSU has not approved and received payment for*

For additional guidance, scan the QR code to watch a video tutorial.



Questions about the application can be sent to [vpopfin@ussu.ca](mailto:vpopfin@ussu.ca).

## LIABILITY:

As an event/activity planner and host, you and your group are liable for any issues that may arise. That liability can also extend to the USSU and the University of Saskatchewan.

Receiving an insurance extension from the USSU **does not** release you or your group from liability. Nor does receiving outside insurance or signing waivers.

This is why it is imperative that you plan safe and well-organized events. As a host, it is your duty to reduce liability in your events through risk mitigation. You do not want to be in a situation where more careful planning could have prevented an injury or saved a life.

Make sure to follow the following best practices:

- **Take your time:** Give yourself a long time horizon to plan your event, ensuring all important details are included and accounted for.

- **Consider the risks** of your event and develop a plan to mitigate them. Main elements that may impact your level of risk include:
  - The number of attendees
  - Alcohol Service
  - Food Service
  - The location of your event
  - Transportation
  - Type of activity at your event
- **Break traditions:** do not continue planning events held in previous years with unnecessarily high risks. Always remember that you are personally liable should something go wrong. Tradition is less important than staying safe and alive.
- **When in doubt, ask for help:** The USSU's staff and Executives have extensive experience hosting events. We can help you navigate challenges and reduce risk, especially when you ask us early.

None of this is to imply that your group cannot plan fun, engaging events. Rather, we encourage you to follow these best practices to keep everyone in your group safe, healthy, and alive.

# ACCESSIBILITY AND INCLUSION

Although unintentional, the inclusion of people with disabilities is often overlooked. As representatives of the student body and among its most engaged members, campus groups have a unique opportunity to serve as advocates for accessibility and inclusion.

Below is a short, non-exhaustive summary of how to make events inclusive and accessible, courtesy of the team at [Access & Equity Services](#):

- **Know your participants:** Ask participants to identify any accommodations they may need. They know themselves and their needs best, so it is best to advise them of current plans and ask for feedback. This does not mean you should rely on them as experts on all accessibility matters, just on their own.
- **Budget:** Give yourself room to cover assistive devices, accessible formats, and other accommodations. This is where you should incorporate your participants' needs.

- **Select accessible facilities:** Participants may need many accessibility features. Ask them in advance and search
- **Maximize participation:** Consider implementing the following, as needed
  - Interpretation services
  - Real-time captioning or note-taking
  - Alternative print formats or alternatives to print
  - Assistive listening devices
  - Evacuation and safety procedures
- **Schedule:** Always give yourself and the participants time to request accommodations and meet these needs. Many accommodations cannot be produced at the last minute. If presenters are at the event, ask for their materials in advance so it can be put into alternative formats.
- **Ask for help:** You won't always know what to do or how to do it. Ask those who know more about an accessibility matter for help when you need it. AES is a great resource, for instance.

## COMMON EVENTS:


The following commonly-hosted events require specific attention regarding:

### FILM SHOWINGS

In order to show a film for a non-educational university event, copyright clearance for showing the film must first be acquired.

To request copyright clearance for showings on campus, you must submit an application through the University Library's Copyright Office:

 [Application Form](#)

 306-966-8817

 [copyright.help@usask.ca](mailto:copyright.help@usask.ca)

The USSU will not process room bookings without copyright approval, and we do not cover licensing costs.

Failing to follow copyright procedures may result in legal or other disciplinary action.

## EVENTS WITH ALCOHOL

Events with alcohol are the highest-risk events a group can hold. The USSU does not endorse or insure pub crawls or events organized around the sale, service, and consumption of alcohol.

For these events, insurance requests will be rejected, and the event will not be eligible for funding or promotional assistance.

Furthermore, the university does not permit these events on campus. They may not start, stop at, or end on campus or at Louis'.

Events where alcohol is served, but is not the primary focus, are acceptable. In these cases, an insurance request must be applied for, received, and paid for.

When hosting events with alcohol, all servers must have a valid Serve It Right certificate and share it with the USSU. It is also required that you share details about liquor permits, catering agreements/food serving plans, volume of alcohol being served, and transportation plans.

Consider hosting these kinds of events at USSU-owned and -operated Louis' or Louis' Loft. We handle the insurance in these cases, and our trained, experienced staff can help put on an excellent and safe event.

## **SPORTS**

Unless occurring at the Physical Activity Complex, most sports activities are not automatically insured. As these activities have a higher risk level than others, special attention should be given to ensuring they proceed safely.

The USSU cannot insure the following activities:

- Alpine skiing,
- boxing,
- cheerleading,
- climbing walls,
- contact hockey,
- martial arts, cycling,
- fireworks,
- gymnastics,
- equine or horse-related

- kickboxing
- lacrosse
- rodeo
- rugby
- skateboarding/skateboard parks
- snowboarding
- tackle football
- trampoline.

Campus groups that organize around any of these activities cannot be insured by the USSU. This means they cannot receive funding from the USSU. They can, however, use funding for fundraisers, socials, and other stuff.

These groups will be informed of their insurance status upon ratification.

## **CONTACT INFO**

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