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|  | University of Lethbridge Students’ Union  Room SU180 - 4401 University Drive  403-329-2222, www.ulsu.ca |

## POLICY XVIII – CLUB EVENTS *Last amended* March 5, 2013

1. Raffles and Lotteries
   1. Clubs must adhere to all regulations of the Government of Alberta which pertain to Raffles and Lotteries. Licenses may be obtained from the ULSU.
2. Club Bookings
   1. Clubs may reserve SU010E, SU300A, or SU300B free of charge for club bookings.
   2. Bookings are subject to the availability of the room.
   3. The Students’ Union reserves the right to cancel a club booking up to 5 days prior to a scheduled club booking, if deemed necessary by the Operations Coordinator;.
      1. Clubs will be notified of a cancellation via e-mail,
      2. The Students’ Union will attempt to re-locate or re-schedule a club booking in the case of a cancellation.
3. Events Involving Alcohol
   1. All club events held on the University of Lethbridge campus are subject to the Club Alcohol Policy of the University of Lethbridge;
   2. The Students’ Union has the right to deny minors access to areas where alcohol is being served; and,
   3. For club events held off campus involving the available service of alcohol, that is events taking place at a licensed venue, all University of Lethbridge, AGLC, and ULSU Policies are in effect. Please see the Clubs Alcohol Policy;
      1. All events of this type must be sanctioned by the ULSU and are therefore subject to the discretion of the VP Student Affairs in consultation with University of Lethbridge Risk and Safety Services. Clubs may face de-ratification if the Students’ Union is associated in any way with an unsanctioned club event.
4. Cabarets in SUB300A, B, and/or C
   1. A ratified club may reserve rooms SU300A, SU300B, and/or SU300C free of charge for club events;
   2. In order to secure the use of SUB300A, B, and/or C, for a cabaret, a club must submit a two hundred dollar ($200.00) deposit for the ballroom(s) to the Operations Coordinator;
   3. A club must notify the Operations Coordinator at least twenty (20) business days in advance of an event to reserve the ballroom(s);
   4. If the room deposit is not received by the Operations Coordinator within five (5) business days of the booking request the reservation may be cancelled;
   5. A club cabaret requires the approval of the ULSU Operations Coordinator and the VP Student Affairs;
   6. All approved club cabarets are co-sponsored by the Students’ Union;
   7. Two or more clubs may co-host a cabaret;
   8. The Halloween Cabaret, welcome back cabaret, Ender Bender, St. Patrick’s Day, and Last Class Bash are deemed Students’ Union Cabarets, and are unavailable to clubs;
   9. In order to secure the use of SUB300A, B, and/or C, for a cabaret, a club must go over the following information with the Operations Coordinator and VP Student Affairs:
      1. The date requested;
      2. The cost and type of entertainment;
      3. The theme; and,
      4. The ticket price;
   10. The club hosting the cabaret is responsible for the following:
       1. Ticket production;
       2. Ticket sales, both prior to and during the cabaret; however,
          1. Ticket sales must not exceed the maximum capacity of the ballroom(s) in which the event is taking place;
       3. Entertainment and advertising costs;
       4. Providing coat check services during the event;
       5. Any financial loss experienced by the Students’ Union as a direct result of the event; and,
       6. Any damages that occur as a direct result of the event;
   11. To keep costs to a minimum, the club hosting the cabaret must confirm the exact number of tickets sold seventy-two (72) hours prior to an event;
       1. The Students’ Union will staff according to the projected ticket sales based on the ticket sale information provided by the hosting club; however,
       2. Should ticket sale information not be provided, the maximum number of staff will be used at the cost of the hosting club;
   12. A club may share both income and expenses for a cabaret with the ULSU if such a collaborative event is arranged with the VP Student Affairs well in advance and subject to all other ULSU legislation; and,
       1. Outside any collaboration with the ULSU, a club is entitled to all ticket revenue from the event; however,
       2. Neither the ULSU Council budget nor the club are entitled to any profit sharing for the Zoo sales of food or alcohol.
5. Club Events held off campus
   1. All club events held off campus are subject to the requirements of VP Student Affairs in consultation with University of Lethbridge Risk and Safety Services; and,
      1. Requirements may vary depending on the nature of the event and the establishment or venue at which it is taking place; in some cases proof of insurance and an extension of liability coverage may be required by the establishment or venue; and,
      2. Clubs can expect to need proof of both insurance and staff certification in the case that an event is being held at a licensed venue;
   2. The Club must fill out and return to the VP Student Affairs, a minimum of three weeks prior to the event, or at the discretion of the VP Student Affairs, all applicable paper work including but not limited to:
      1. Driver Agreements
         1. All individuals driving either a personal or rental vehicle must submit a University of Lethbridge driver agreement form for the current academic year;
         2. Drivers must have liability insurance coverage not less than one million dollars ($1,000,000.00);
      2. Waivers or a Group Waiver
         1. Waivers will be prescribed for events by the VP Student Affairs in consultation with University of Lethbridge Risk and Safety Services and must be carefully filled out and returned before the event takes place;
      3. Primary Event Organizer Forms
         1. The Primary Event Organizer will be the direct contact for the event and responsible for all aspects pertaining to the event. The Primary Event Organizer form must be filled out and signed before the event takes place;
         2. The Primary Event Organizer will be responsible for ensuring adherence to the Club Alcohol Policy;
            1. All event volunteers subsequent to the Primary Event Organizer will be required to sign the “appointed volunteer” section of the Primary Event Organizer Form, in accordance with the Club Alcohol Policy;
   3. For all events held off campus, being held at a licensed venue will require a tailored Risk Management Plan;
      1. The Risk Management Plan will outline possible risks and a response plan for accidents or mishaps, as well as the responsibilities of the Primary Event Organizer and appointed volunteers in the event of an accident or mishap; and,
      2. The Risk Management Plan must be worked out with the VP Student Affairs and submitted prior to the event.