

1. CALL TO ORDER

Call to Order – 10:30 AM

2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

3. ROLL CALL OF ATTENDANCE

3.1 Committee Composition

President (*Chair*) Hangue Kim
VP External Relations Prab Bassi
VP Finance Baljinder Bains
VP Student Life Alam Khehra
VP Student Services Jimmy Dhesa
VP University Relations Erwin Kwok

3.2 Society Staff

Chief Executive Officer Martin Wyant

3.3 Guests

At-Large Representative Raajan Garcha
Faculty Representative (Business) Gini Kuo

4. ADOPTION OF THE AGENDA

4.1 MOTION EXEC 2018-01-26:02

Alam/Jimmy

Be it resolved to adopt the agenda as presented.

CARRIED

5. NEW BUSINESS

5.1 2018 February Pub Night – MOTION EXEC 2018-01-26:02

Jimmy/Baljinder

Be it resolved to approve up to \$2,000 from line item 817/20 for the February Pub Night happening on February 8, 2018.

CARRIED

5.1 Spring 2018 Dodge Ball Tournament – MOTION EXEC 2018-01-26:03

Prab/Baljinder

Be it resolved to approve up to \$1,300 from line item 817/20 for the Spring 2018 Dodge Ball Tournament happening on February 28, 2018.

POSTPONED

5.2 MOTION EXEC 2018-01-26:03-01

Prab/Baljinder

Be it resolved to postponed this item to the next Board meeting.

CARRIED

5.1 Facility Services Agreement – MOTION EXEC 2018-01-26:04

Baljinder/Jimmy

Be it resolved to approve the Facility Services Agreement between the Simon Fraser Student Society and Simon Fraser University.

CARRIED

6. DISCUSSION

6.1 Space Discussions

6.2 Copy Centre

6.3 Fraser International College

7. ATTACHMENTS

- Facility Licence Agreement - SFSS Pub Night (SFU Jan 10 draft vs. DLA Jan 19 draft) (1).PDF
- Pub Night Proposal Feb 8th (1) (1).pdf
- SFSS Dodgeball Tournament 2 – Proposal (2).pdf

8. ADJOURNMENT

MOTION EXEC 2018-01-26:05

Jimmy/Baljinder

Be it resolved to adjourn the meeting at 11:45 AM.

CARRIED

FACILITY LICENCE AGREEMENT

BETWEEN:

SIMON FRASER UNIVERSITY

(the "**University**")

AND:

Simon Fraser Student Society (SFSS)
(Name of Licensee)

Hangue Kim, President
Name of Individual Authorized
Representative

8888 University Drive – Maggie
Benston Centre Room 2250
(Street Address)
Burnaby BC V5A 1S6

778-782-3870
(Phone Number)

n/a
(Fax Number)

president@sfss.ca
(Email Address)

(the "**Licensee**")

IN CONSIDERATION of the agreements set out below and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the University and the Licensee agree as follows:

1. **Licence**

- 1.1 The University grants to the Licensee a licence (the "**Licence**") to use that portion of its Burnaby Mountain Campus (the "**Campus**") described in Schedule "A" attached hereto (the "**Location**") solely for the purpose (the "**Event**"), on the date(s) and for the period of time described in Schedule "A".
- 1.2 Except as set out in Schedule "A" attached hereto, the Licensee shall under no circumstances provide services (such as security, food or alcohol) at the Location without prior authorization from the University.

2. **Cancellation Provisions**

- 2.1 Any request for a change to this Agreement is subject to the ability of the University to accommodate the change, acting reasonably.
- 2.2 Either the University or the Licensee may cancel this Agreement at its discretion not less than seven (7) business days prior to the Event, in which case the Licensee shall accept a refund of the Licence Fee (or the portion thereof applicable to the cancellation or change) in full satisfaction of any claim that the Licensee (or any one on whose behalf the rental arrangement was made) may have as a result of such cancellation or change. Neither party will have the right to cancel this Agreement less than seven (7) business days prior to the Event except if due to strike, strike notice, labour dispute, inability to obtain or a delay in obtaining labour for reasons beyond the control of the party, supplies or equipment, accident, fire, flood, Act of God, utility interruption, civil unrest, riot, insurrection, war, accident, pandemic, or other emergency condition (collectively, "**Force Majeure**"), and if either the University or the Licensee is unable to perform its obligations under this Agreement due to the

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occurrence of Force Majeure, such non-performance is excused and the University will use reasonable efforts to find alternate premises that will accommodate the Event, failing which the parties may terminate this Agreement without further liability, upon return of the Licence Fee.

- 2.3 If the Licensee fails to comply with any of the terms of this Agreement, this Agreement may be terminated at that time by the University.
- 2.4 In the event of any picketing or other labour action which is attributable to the Event or to a group for whom the Licensee is responsible, the University may, acting reasonably, terminate this Agreement immediately and in such event the University will return the Licence Fee and otherwise will not be liable in any way whatsoever for any costs incurred by the Licensee as a result of such termination.

3. Insurance

- 3.1 The Licensee shall, at least seven (7) days prior to the Event, deliver to the University a Certificate of Insurance which shall be satisfactory to the University in its sole opinion. The following insurances shall be acquired by the Licensee, at its sole cost, and shall name the Licensee as the named insured and the University as an additional insured:
- (a) General Liability coverage with a minimum limit of \$10,000,000 for loss, damage, injury or death arising out of any one occurrence; and
 - (b) Property All Risks Insurance covering all property of the Licensee at the Event, which shall contain a waiver of subrogation in favour of the University.

The Licensee's insurance policies shall be primary in respect of all claims ~~made, and for which the Licensee is obligated to indemnify the University Parties under Section 7.1 of this Agreement, and in those circumstances such policies~~ shall not participate with, or be excess over, any valid and collectible insurance carried by the University. For greater certainty, the University's insurance policies shall be primary in respect of any claims for which the for which the University is obligated to indemnify the Licensee Parties under Section 7.2 of this Agreement, and in those circumstances such policies shall not participate with, or be excess over, any valid and collectible insurance carried by the Licensee.

4. Licence Fee

- 4.1 The Licensee shall pay to the University a fee (the "**Licence Fee**") in an amount equal to \$_____ 1.00 _____ plus GST.

5. Licensee's Obligations

- 5.1 The Licensee:
- (a) shall not make any alterations to any improvements, buildings or property of the University on the Campus or erect any improvements on the Campus;
 - (b) in addition to the Licence Fee, shall pay to the University, upon request, all security and equipment rental expenses incurred by the University for the Event;
 - (c) shall ensure that the Event shall not, by reason of excessive noise, light, or other disturbance, unreasonably disrupt the business or operation of the University;

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- (d) will not permit any smoking by any agent, contractor, employee, licensee or visitor of the Licensee, other than in the designated outdoor area;
- (e) shall repair any damage caused to the Location by patrons, the Licensee and any of its employees, volunteers or other representatives;
- (f) shall remove all property of the Licensee (including all decorations brought into the Location for the Event) from the Location no later than 24 hours following the Event, subject to the University providing the Licensee access to the Location for such purposes following the Event;
- (g) shall in the exercise of its rights and the performance of its obligations hereunder comply at all times with all applicable laws and with the rules and regulations of the University in force from time to time, including without limitation, the right of the University to search the person of and/or any article carried by any person entering or leaving the Location;
- (h) recognizes that University designated officials, law enforcement agencies and liquor inspectors are empowered to cancel and shut down the Event, if in their judgement, the Event is in violation of the law or any University policy governing student health and safety including the consumption of alcohol, or if any of the attendees, personnel or the facilities are judged to be at risk. Event organizers shall immediately comply with such determination;
- (i) recognizes that University designated officials and security personnel have the right, at any time during the Event, to: (i) refuse patrons entry to the Location; or (ii) remove patrons from the Location;
- (j) will ensure that any sound and lighting equipment used in connection with the Event conforms to electrical standards and electrical capacity; and
- (k) will ensure that all advertising, promotional material, displays, exhibits, decorations and signage (collectively, the “**Promotional Materials**”) used in connection with the Event complies with all applicable University policies and guidelines and agrees to remove any Promotional Materials that a University designated official reasonably determines to be offensive or inappropriate no later than 24 hours of being notified of such determination by the University designated official.

6. University’s Obligations

6.1 The University:

- (a) shall take all reasonable steps to ensure the safety and protection of all persons who enter upon the Location for the purpose of attending the Event, and will provide and maintain adequate and qualified security personnel and bar staff at the Location during the Event, and will do everything practicable to ensure compliance with all applicable laws and with the rules and regulations of the University in force from time to time;
- (b) shall provide such of its personnel as the University may reasonably require to ensure security and/or pedestrian traffic control outside of the Location; and
- (c) shall be responsible for cleaning the Location following the Event.

7. Indemnity

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- 7.1 The Licensee shall indemnify, defend and hold harmless the University and its directors, officers, staff, contractors, subcontractors, agents, employees or persons for whom the University is at law responsible (the “**University Parties**”) from and against any and all claims, demands, actions, causes of action, damages, losses, deficiencies, costs (including reasonable legal costs on a solicitor and his own client basis), expenses, liabilities and administrative proceedings (collectively “**Claims**”) including, without limitation, Claims arising by reason of any injury to or death of any person, or damage to any property, excluding consequential loss, which may be brought or made against the University Parties or any of them, and that was caused either directly or indirectly by a breach by the Licensee of its obligations under this Agreement or by the negligence or wilful acts of any Licensee Party, but excluding matters caused by or contributed to by the negligence or wilful acts of any University Party, or any breach by the University of its obligations under this Agreement.
- 7.2 The University shall indemnify, defend and hold harmless the Licensee or any of its directors, officers, staff, contractors, subcontractors, agents, employees or persons for whom the Licensee is at law responsible (collectively, the “**Licensee Parties**”) from and against any and all Claims including, without limitation, Claims arising by reason of any injury to or death of any person, or damage to any property excluding consequential loss, which may be brought or made against the Licensee Parties or any of them, and that was caused either directly or indirectly by any breach by the University of its obligations under this Agreement or by the negligence or wilful acts of any University Party, excluding matters caused by or contributed to by the negligence or wilful acts of any Licensee Party, or any breach by the Licensee of its obligations under this Agreement.
- 7.3 The provisions of the indemnities set out in this Section 7 are paramount to any insurance requirements and this indemnity shall survive the expiry or sooner termination of this Agreement.
8. **Release**
- 8.1 The Licensee hereby releases and discharges the University and the University Parties from all manner of actions, causes of actions, claims and demands whatsoever which the Licensee may now or hereafter have for or by reason of any loss, damage or injury suffered by the Licensee or any other person or by reason of any cause, matter or thing whatsoever arising directly or indirectly out of the exercise of the rights or the performance of the obligations of the Licensee under this Agreement or otherwise in any way relating to or arising in connection with the Event or this Agreement, but excluding matters caused by the negligence of the University or arising out of any breach by the University of the terms of the Agreement.
9. **General Provisions**
- 9.1 This Agreement, including all matters of construction, validity and performance, shall in all respects be construed and enforced in accordance only with the laws of British Columbia. The parties hereby irrevocably consent to and submit themselves to the jurisdiction of the applicable courts of British Columbia.
- 9.2 This Agreement shall not be assigned by the Licensee without the prior written consent of the University, which consent may be arbitrarily withheld.
- 9.3 Time shall be of the essence of this Agreement.
- 9.4 This Agreement sets out the entire agreement between the parties and may not be altered except by written amendments signed by the University and the Licensee.
- 9.5 This Agreement sets out the entire agreement between the parties and supersedes any prior agreements, negotiations or discussions, whether oral or written. There are no representations,

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warranties, conditions or collateral contracts, express or implied, made by the University other than those contained in this Agreement.

- 9.6 The terms of this Agreement solely pertain to the Event described in Schedule "A" attached hereto and are of no precedential value or relevance to any other facility licence agreement to be entered into by the University and the Licensee.

IN WITNESS WHEREOF the parties hereto have executed this Agreement the _____ day of

_____, 20_____.

SIMON FRASER UNIVERSITY

LICENSEE, Simon Fraser Student Society

Per: _____

Per: _____
Authorized Signatory

SIMON FRASER UNIVERSITY RENTAL FACILITY AGREEMENT

SCHEDULE "A"

1. **LOCATION OF EVENT:** Highland Pub & Higher Grounds Coffee Shop lobby within the Maggie Benston Centre

2. **NAME OF EVENT:**

3. **DESCRIPTION OF THE EVENT:**

The SFSS wishes to host a pub night for students of Simon Fraser University

Catered bar and food services provided by Lazy Gourmet, arranged by SFU
Security Services provided by Guardteck, to be paid for by SFSS, arranged by SFU

The venue shall be de-licensed for the day, and alcohol served via a catering endorsement of Lazy Gourmet.

Any entertainment, sound & light system equipment, and photo booth will be provided by SFSS.

This is a pre-sale ticketed event not to exceed [320] capacity, including volunteers
All patrons must be at least 19 years of age and have 2 pieces of government issued identification. There are no minors permitted at the Event and no free drink tickets to be handed out to patrons.

SFSS Responsible person #1 during Event: [NAME, if applicable]

SFSS Responsible person #2 during Event: [NAME, if applicable]

SFSS Responsible persons shall not consume any alcohol or other intoxicating substances during the Event and must be 100% sober.

4. **DATE(S) OF THE EVENT:**
[DATE]

5. **TIME PERIOD FOR THE EVENT:**
doors open [9] pm – [1 am next day]
Last call at [12:30pm], Last service at [12:45pm], lights on at [1am], lock-up at [1:30am]
Decoration take-down – [DATE]

6. **PROPOSED NUMBER OF PEOPLE AT THE EVENT:** maximum [320] invited by SFSS, including ticket sales and volunteers

Document comparison by Workshare Compare on January 22, 2018 4:26:58 PM

Input:	
Document 1 ID	interwovenSite://LOCALDMS/FirmDocs/26466900/1
Description	#26466900v1<FirmDocs> - Facility Licence Agreement - SFSS Pub Night (SFU Jan 10 draft)
Document 2 ID	C:\Users\mlm\Filesite\NRPortb\FirmDocs\MLM\26416329_2.doc
Description	C:\Users\mlm\Filesite\NRPortb\FirmDocs\MLM\26416329_2.doc
Rendering set	Standard

Legend:	
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Deletion	
Moved from	
<u>Moved to</u>	
Style change	
Format change	
Moved deletion	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	5
Deletions	1
Moved from	0
Moved to	0
Style change	0
Format changed	0
Total changes	6



Valentine's Day Pub Night Proposal



Date & Time: February 8th (9PM-1AM)

Overview:

- Idea is to have a Valentine's Day Pub Night. The theme would include Valentine's Day decorations in the highland pub with a mix of hip/hop features. This event continues building and maintaining an active social life on campus. All aspects other than the bar staff will be handled by the SFSS.

Goals and Objectives:

- To host a diverse series of events that appeals to many the undergraduates
- To work with locally popular DJs and other groups on campus for a memorable event
- To continue to foster the sense of community within our SFU undergraduates

Stakeholders:

- The SFSS membership (19+)
- Some off-campus attendees (19+)
- SFU Dining Services and/or external bartending company
- SFU Meeting, Events, and Conference Services
- SFU Safety & Risk Services
- SFU Ancillary Services
- External/Internal groups for promotions
- DJs



Targeted Audience:

- SFSS members over the age of 19

Metrics/Measurables:

- Amount of tickets sold (300)

Marketing:

- Marketing will be completed by our SFSS communications office. We will be having constant social media presence on both channels (IG and FB), putting up posters around campus, and distributing handbills. We will be doing ticket giveaways on social media
- We can get the event featured throughout various groups, clubs, etc.
- We can walk around the hallways giving out free candies/snacks with handbills for the event



JAS RANDHAWA

AT-LARGE REPRESENTATIVE
BOARD OF DIRECTORS

MBC 2220
8888 University Drive
Burnaby, BC V5A 1S6
Unceded Coast Salish Territories

(604) 816-4126

atlarge2@sfss.ca

Production:

- Production and performance will be covering the lights, sound, and theme decorations.
- There will be a mix of DJs performing including student DJs and other popular DJs

Ticket Sales:

- There will be three tiers of tickets
 - \$5 x 100,
 - \$10 x 150
 - \$15 x 50
- Tickets will be sold through the Club and Student Union Center, few Board members, and online via Showpass.

Theme:

- Valentine's Day/Hip Hop

Budget:

Expenses

Decorations	\$300
DJs	\$2500
Security	\$1000
Promo	\$250
Production	\$500
Giveaways	\$100
Contingency	\$150
Tax	\$150

Revenue

Tier one (\$5)	100	\$500
Tier two (\$10)	150	\$1500
Tier three (\$15)	50	\$750

Net

Expenses	\$4,950
Revenue	\$2,950
Net	-\$2000

Amount Budgeted for event: \$3000

SFSS Dodgeball Tournament 2 – Proposal

Overview

This event is the second iteration of a successful event the events committee held during the Fall 2017 semester. Much of this proposal will be similar to that of the first event – much of the event went rather well, and this proposal will incorporate many of the recommendations from the post-event report. This event will also be a tournament-style series taking place on Burnaby Campus, likely in the Central Gym. This will encourage students to engage in physical activity and competition, form new friendships, and promote physical and social activity on campus. Again, students will be able to register as individuals and as teams. The opportunity will be extended to student athletes to make teams within their athletic community, i.e. “basketball dodgeball team”.

Stakeholders

- SFSS Membership
- SFU Recreation and Athletics
- SAAC
- RHA
- SFU Res Life
 - o Talk to CA’s as well – make up for absence of organizational proficiency on behalf of RHA
- SFSS Clubs and DSU’s who might be interested (will be invited to make teams)
- SFU Facilities
- Greek Life groups on Campus
- Any other interested groups

Logistics

- The event will take place in the Central Gym of the Lorne Davies complex at
- The projected date is February 28th, the last day of the month. The tournament is to take place between 3:30-6:30pm.
- Additional files pertaining to rules and regulations of the tournament will be distributed prior to the event, and the tournament structure will be developed prior to the event. This structure will be variable to allow for different numbers of teams in competition.

Expectations and Metrics

- The last iteration of this event generated attendance of 6 teams and about 54 players. This tournament will aim for ten teams and 100 players.
- Metrics will be evaluated based on registered teams and participation in the tournament. FB statistics will also be considered.

Marketing/Promotions

- SFSS Newsletters
- Facebook Event Page with Boosts
- Facebook Promo Video

- Instagram Promotions
- Posters/Print Media around campus
- Outreach to players of teams from last event iteration

Volunteer Contribution

This event will require a small number of volunteers to run the tournament and referee games. These volunteers will be pulled from the board of directors and/or the events committee. In order for this event to run smoothly, the referees and game management staff of volunteers should be at least 8-10 people. There will be particular focus placed on the refereeship of this tournament.

Amenities

At the last iteration of this tournament we provided a small amount of Gatorade for some of the players in the tournament. Although this was a nice touch for the players that received some, not everyone had an opportunity to get a Gatorade. We should expand – if not double – the amount spent on Gatorade. I would also like to potentially integrate snacks or other drink options.

Cost of Participation

The previous iteration of this event ticketed students two dollars for their attendance. Most of the ticket sales were done at the GO, on Showpass, and at the door. This generated confusion and complications when it came to making a tournament structure and also tracking the finances and participation in the event. For this iteration, I recommend the use of a mandatory registration system rather than a pay-for-participation scheme. There will be opportunities to register for the tournament at the door and a form made available online beforehand for team registration. There will be printed team registration and individual registration forms made available at the event.

Registration and Waiver

- In order for individuals and teams to register for the event, there will be established a google form wherein the participant fills in their name, whether they would like to register on their own or play/register with a team, and then some very basic information – name and email. The google form will be launched following the passing of this proposal, and the marketing campaign will begin at the same time.
- Registration should be made available via one of the society iPads during the events leading up to this – for example, the Olympic watching party.

Prizes

- Prepaid Visa gift-cards to reward teams based on finish in the tournament;
- Could consider the addition of a prize based on team uniform/sportsmanship – say 100?
 - (1) \$150
 - (2) \$100
 - (3) \$50

Proposed Budget

Expenses		Cost
Equipment and Gym Rental		350
Marketing		200
Prizes		300
Amenities		150
Contingency		300
Total		1300