

## **Burnaby Clubs Days Terms & Conditions**

By booking a table at Clubs Days, each group (club, student union, or other affiliated groups) agrees to abide by the following terms and conditions:

- All clubs must allow any interested SFU undergraduate students and FIC students to join their club.
- Only executives with room-booking authority in a club with “Approved” status can book Clubs Days tables through the Club/DSU Portal. Other non-club/DSU groups, or clubs that do not have enough members can email [clubsdays@sfss.ca](mailto:clubsdays@sfss.ca) to book tables. Active Student Unions and Clubs with “Approved” status get first priority.
- Tables are booked on a first-come, first-served basis. Clubs and Student Unions get booking priority over non-SFSS campus groups.
- Groups are allowed to book 1 table per day. Groups may register for a waitlist for additional days by emailing [clubsdays@sfss.ca](mailto:clubsdays@sfss.ca)
- Groups can change their booking up to 48 hours before Clubs Days begins, and can cancel their booking up to 24 hours before Clubs Days begins. After that, they must commit to the table/dates they have booked.
- Groups must show up to claim their booked table by 11:30 a.m. or it may be given to another group.
- Groups who do not have a confirmed booking may register for the table waitlist on any particular date of the event. The SFSS may approve bookings and allocate tables 1 hour after the start of the event.
- All the tables must be attended at all times and are required to be cleaned up no earlier than 2:30 p.m. Clubs must monitor their own belongings and the SFSS is not responsible for any lost or stolen equipment.
- Groups may not physically move any materials and equipment which include but are not limited to: tables, chairs, rolling boards, electrical connections, etc.
  - o Electricity will only be provided to clubs that email [clubsdays@sfss.ca](mailto:clubsdays@sfss.ca) to request power connections. This must be done at least 7 business days before Clubs Days begins.
- External groups are not permitted to promote their services through an SFSS club or in-person at SFSS Clubs Days.
- Clubs cannot display promotional materials, including but not limited to food items, banners and posters from external groups.
- No external speakers or loud music at the table is permitted at the Burnaby Clubs Days.

- The sole purpose of Clubs Days is the promotion of undergraduate student clubs and student unions and other student-led groups. The promotion of external businesses, services or groups is prohibited.
- If groups are handing out snacks, the food items must meet the following requirements: approved for distribution in Canada, **pre-packaged**, listed ingredients in English. If the food items do not meet these standards, distributing groups will no longer be able to participate in Clubs Days until the following semester.
- Groups are not permitted to fundraise for their groups at Clubs Days. The SFSS reserves the right to terminate any fundraising activities.
- Groups are allowed to collect membership fees at Clubs Days. Cash transactions must be handled through a safe and secure means. Clubs are responsible for the care of all funds in their possession. The SFSS is not liable for any lost or missing funds resulting from the SFSS Clubs Days.
- Suspended groups are not permitted to participate in Clubs Days until they have resolved any pending issues with the SFSS Member Services Coordinators.
- Failure to comply with any of the terms outlined in this document will result in disciplinary action at the discretion of the SFSS Member Services Coordinators/SFSS Council.

These Terms & Conditions are under review and are subject to change.