

EVENTS TERMS OF REFERENCE

Last Revised: April 19th, 2020

1. Definitions

- a. “SFSS” refers to the Simon Fraser Student Society
- b. “SFU” refers to Simon Fraser University
- c. “You”, the “Event Organizer”, and “Group” refers to the persons or groups responsible for the hosting, planning, and execution of events through the SFSS.
- d. “High Risk” includes hosting an event:
 - i. with a large amount of attendees,
 - ii. where external attendees are allowed,
 - iii. where alcohol is present,
 - iv. where physical activity may be encouraged, and/or
 - v. other high-risk indicators as outlined in Appendix 1: Event Risk Matrix

2. Statement of Agreement

- a. You agree to abide by the [SFSS](#) & [SFU](#) policies and guidelines.
- b. You agree to go through the SFSS room booking portal when booking events in both SFSS and SFU, as the Society is the liaison between SFSS Members and SFU for event booking processes in SFU spaces.
- c. You agree to respect and abide by the SFSS Organizational Values of Inclusivity, Integrity, Empowerment, Advocacy, Community, and Accessibility.
- d. You agree to advise the SFSS if your event is being sponsored or supported by any external organization.
- e. The terms listed in this document shall hold true for all events held in association with the SFSS.
- f. The SFSS Coordinators, Union-Excluded Staff, and/or Board of Directors reserve the right to fulfill any executive decision agreed upon by the SFSS, as they see appropriate. These decisions will be made in conjunction with the Event Terms of Reference.

3. Booking Policies

- a. All room bookings requests, including bookings for events in SFU spaces, must go through the SFSS room booking form on the club portal.
- b. If an event is booked on an SFU space, SFSS must wait for SFU's approval before the Society confirms the event bookings with club members. Events on these spaces must abide by SFU Policies.
 - i. SFU may request information, through the SFSS, on:
 1. room usage
 2. ticket sales and marketing
 3. A/V requirements
 4. Food requirements
 5. Any other relevant event details
- c. You agree to utilize the Event Planning Toolkit to assist in the planning of your event, to be provided by the SFSS.

- d. Failure to completely fill necessary forms or requests prior to provided deadlines may result in your booking request not being approved and/or cancelled.
 - i. It is recommended to have all requests submitted no later than 10 business days prior to the scheduled event.
- e. Requests for additional services, equipment, and space are subject to availability and are not guaranteed.
- f. You agree to respect and abide by established deadlines for event requests including but are not limited to: A/V bookings, space bookings, catering requests, grant requests, security requests.

4. Marketing and Communications

- a. You agree to not promote or proceed in the sales of tickets until the SFSS have fully approved your event.
 - i. Please refer to section 5.b.
- b. Graphic designs and logos must adhere to the SFSS Brand Guide, if graphics do not adhere to the guide the club will be subject to disciplinary action at the discretion of the SFSS.
- c. Posters, notices, and advertisements may only be displayed on notice boards provided for such items.
 - i. These items are not permitted on walls, glass, concrete surfaces, and or doors. Please refer to the SFU Policy [here](#).

5. Finances

- a. Profits made from group events must be utilized towards the mandate of the collective host group, and not for the benefit of independent individuals.
- b. The SFSS, staff, and its affiliates are not responsible for any net financial losses incurred from events.
- c. Upon SFSS request, event organizers agree to disclose accurate information of ticket sales, number of event attendees, total expenses, and revenue made.
 - i. Failure to do so may result in disciplinary action(s) taken against organizers, at the discretion of the SFSS.

6. Food & Alcohol

- a. You agree to obtain all necessary permits and licenses to ensure the success of your event.
 - i. All food served must be accompanied by a copy of a valid Food Permit, submitted to the SFSS Student Centre in advance.
 - 1. Temporary food health permits must be obtained from Fraser Health.
 - ii. Special Event Permits may be obtained online.
 - iii. Serving It Right certificates may be obtained online.
 - iv. A valid *Food Safe Level 1* certificate is required by at least one person who will be handing/serving the food
- b. The serving of alcoholic beverages is subject to both [provincial regulations](#) and [SFU policy](#).
 - i. Failure to abide by these terms will result in disciplinary action(s) taken against you, at the discretion of the SFSS.

- c. Catering for events held on SFU property at the SFU Vancouver and Burnaby campuses must be ordered through SFU Catering Services.
- d. Events held on SFSS property may order catering through any third party caterer.
- e. For events at SFU Surrey, there is no mandated caterer. Please ensure you order from a third party caterer with a commercial kitchen, or contact surrey@sfss.ca for catering recommendations.

7. Transportation

- a. Events which require transportation to and from an event must receive approval from an SFSS Member Services Coordinator.
- b. Once given proper approval, you and all participants must fill out the appropriate SFSS waiver forms to be provided by the Coordinator.

8. Conduct

- a. You and all event participants shall behave in a friendly, positive, and secure manner which ensures the safety of all involved.
- b. The participation in any prohibited conduct will result in offending persons or groups to be subject to disciplinary actions, being administered at the discretion of the SFSS. Prohibited conduct includes but is not limited to:
 - i. Theft and vandalism
 - ii. The stealing, defacing, or destruction of property
 - iii. Assaulting, harassing, intimidating, or threatening another individual or group
 - iv. Endangering the health and/or safety of others
 - v. Storing, possessing, using, or distributing weapons or dangerous goods
 - vi. Storing, possessing, using, or distributing illegal drugs or alcohol
 - vii. Stealing, misusing, destroying, defacing, or damaging university property or property belonging to someone else
 - viii. Hazing
 - ix. Violating any other institutional, municipal, provincial, or federal policies and laws
 - x. Encouraging, aiding, or conspiring in any such prohibited conduct

9. Risk Management

- a. During the planning of your event, a risk assessment will be conducted by the SFSS and any relevant SFU departments. If significant risk will be present, you must provide an Event Emergency Plan to the SFSS Coordinators at least two weeks before the event. It is recommended that organizers for larger events submit Event Emergency Plans at least one month in advance. Examples of emergency plans can be provided upon request.
 - i. Failure to do so will result in disciplinary action(s) taken against you, at the discretion of the SFSS.
- b. You agree to report medium- or high-risk elements to the SFSS as soon as it is brought to your attention. Any additional costs associated with the safety and success of the event will be incurred by the event organizers.

- i. Failure to report these may result in disciplinary action(s) taken against you, at the discretion of the SFSS.

10. Emergency Situations

- a. You agree to report to the SFSS any incidents where intervention from Campus Security, RCMP, EMS, and any other official authority was required.

11. Liability and Insurance

- a. The SFSS, staff, and its affiliates will not be held responsible for any injuries or damages incurred by individuals who are not members of the SFSS.
- b. You and all event participants agree to sign a waiver form if required by the SFSS.
 - i. Failure to do so will result in cancellation of your event.
- c. You agree to reimburse the SFSS for any damages or losses caused to any property during the event, including but not limited to audio visual equipment, building infrastructure, furniture, or any other unmentioned properties.
- d. Certificates of Insurance are recommended to be requested from the SFSS for your event. To do so, please contact the Student Centre at studentcentre@sfss.ca
- e. The responsibility to procure any appropriate event documents will fall upon the event organizers.
 - i. Failure to do so may result in the cancellation of your event.
- f. You agree to indemnify the SFSS for the consequences following any breach in the policies stated in this Events Terms of Reference.

12. Agency

- a. The views and actions expressed during the event do not necessarily represent those of the SFSS.
- b. Event organizers are not permitted to enter into contractual agreements unless they are approved by the SFSS. Where there may be a conflict, this document will prevail.
 - i. Event organizers must notify the SFSS Coordinators of any extraneous agreements they attempt to enter into, and must have them approved prior to legitimately entering into the agreement.
 - ii. Any agreements that have not been approved by the SFSS will result in the event being cancelled and disciplinary action being taken against the organizers, at the discretion of the SFSS.

If the rules set out in this document are not followed, SFSS Coordinators have the authority to administer disciplinary actions to the event organizers until the issues are resolved. Member Services Coordinators may also perform random audits to ensure that event organizers are following these Terms of Reference.

Should there be any questions, please contact the SFSS Student Centre at studentcentre@sfss.ca.

EVENT RISK MATRIX

Last revised: January 24th 2019

	Low	Medium	High
Primary Event Organizers?	3+	1 - 2	None
Number of Attendees?	< 20	21 - 40	> 40
Who can attend?	Internal	Internal and External	
Ages?	All		19+
Food?	Snacks, Appetizers		Catering, Full Meals, etc.
Alcohol?	No		Yes
Location?	SFSS Space, SFU Indoor Space		SFU Outdoor Space, Off Campus
Physical Activity?	No	Minimal	Yes
Travel to location?	No	Yes	
Special Equipment/Props Required?	No	Yes	
Guest Speakers?	Yes		
Animals?	Yes		
Overnight?	No	Yes	
Permit(s) and/or Waiver(s)?	No	Yes	
SFSS Presence?	No		Yes
Security Presence?	No	Yes (1)	Yes (2+)
Examples	<ul style="list-style-type: none"> • General Member Meetings • Video Games • Movies • Board Games 	<ul style="list-style-type: none"> • Yoga • Dance Rehearsal • Elections • Medium-sized Conferences 	<ul style="list-style-type: none"> • Concerts • Large Conferences • Sports Events