

HANDBOOK FOR STUDENTS

Regulations for Student Clubs Reserving Space (Inside and Outside) On U of S Campus

Ratification

1. Only Campus Clubs that are ratified have space booking privileges. You must ratify your club/association with the USSU, GSA to be able to book space on campus for your events. Contact the USSU directly to find out more about ratification and how to apply at <http://www.ussu.ca/groups/shtml>. Ratification ensures that all requirements of the USSU have been met and that the Clubs have been granted insurance coverage under the USSU insurance policy.
2. USSU ratification expires April 30th of each year.
3. The Graduate Student Association may cover Clubs under their liability insurance however, each Club must be individually named on the insurance policy; **there are no “umbrella” clubs who can reserve space.**

Who Can Reserve Space

4. Each ratified Campus Club is allowed two people from their executive that is authorized to make requests for space on their behalf with the Room Scheduling Office. **On-line booking form available** at facilities.usask.ca – click on the link “book a room/space”.
5. The ratified club must be the source of contact and a representative of the club must be present at the event.
6. Room Scheduling does not book space for students on an individual basis.

Events Involving Food

7. Potentially hazardous foods, such as chili, salads, pizzas and sandwiches, etc. must be prepared in a Government inspected kitchen. Dispensing only is permitted in these examples and must be kept either hot or cold or the appropriate equivalent.
If foods are limited to hotdogs & hamburgers and ready-to-eat foods (pre-formed patties) and (dispensed to a defined group), preparation and assembly are permitted on-site. **PLEASE NOTE THAT COOKING OF FOODS OF ANY KIND IS NOT PERMITTED INDOORS.** If you are unsure of the potential for contamination, contact the public health inspector, Saskatoon Health Region, at 306-655-4605 for clarification.
8. A temporary food license is required for serving/selling anything **other than** hamburgers, hot dogs, smokies, and pre-packaged foods. The application form is available from Room Scheduling when you submit your request to serve the food. Once filled out, it can be submitted by scanning and emailing to the Saskatoon Health Region (phioc@saskatoonhealthregion.ca).
9. There are specific approved spaces for the purpose of selling food in both indoor and outdoor spaces.

In addition to the regulations as outlined by the Saskatoon Health Region, and because of additional services required of Facilities Management in order to adequately accommodate events involving food in outdoor spaces, these types of events are limited to specific pre-defined areas. Out-side areas approved for events involving food are:

- Agriculture – south of main doors
- Arts/Thorv Green Space
- Bowl (reserved for events (involving food) where U of S campus food service providers are involved)
- Diefenbaker Centre – immediately north of building between building and grave site
- Education - south ramp and Daycare entrance
- Engineering – immediately southwest of entrance doors
- Edwards School of Business - north entrance
- Kinesiology Controlled Facilities (reserved for events where U of S food service providers are involved)
- Law - south entrance
- Palliser Gardens -between Marquis and Qu'Appelle Hall
- Veterinary Medicine - ramp and court/fountain

RULES FOR OPERATING BBQ'S

- ALL BBQ'S MUST HAVE A DRAIN PAN WITH CARDBOARD OR PLYWOOD UNDERNEATH TO PREVENT SOILING OF GROUND.
- BBQ'S MUST BE 10 METRES FROM THE BUILDING.
- A FIRE EXTINGUISHER MUST BE ON-SITE.
- THE UNIVERSITY HAS AN EXCLUSIVE CONTRACT WITH PEPSI ALLOWING ONLY PEPSI PRODUCTS TO BE DISTRIBUTED ON CAMPUS.
- EXIT DOORS AND/OR PATHWAYS CANNOT BE BLOCKED
- MUST HAVE SPACE APPROVED BEFORE PROCEEDING

If there has been no authorization for the event and if the health & safety rules are not adhered to, the event will be shut down immediately until health and safety concerns have been corrected.

Failure to comply with these regulations may result in suspension of booking privileges for these types of events. Any clean up required due to negligence (i.e. grease spilled on cement) will be billed to user.

Inside areas currently approved for events involving food are:

- Arts 155 – 1st floor hallway just before entering ESB
- Education 1001 – hallway at top of the ramp indoors
- Engineering hallways 1C00 (outside of Student Lnge) & 2C00 (outside of 2C01)
- Geology 210 – 2nd floor south hallway just before ramp to Thorv
- Health Sciences B1 – Corridor on Ground Level

- Health Sciences E-wing Atrium (table provided)
- Law – just inside of Law 43 (Student Lnge)
- Thorvaldson 169 (main foyer inside old entrance)
- Thorv 131 (outside of Pharmacy General Office)

Nothing can be plugged in at the indoor approved sale location, and the event must be completely self-sufficient providing your own table, etc. No source of heat is permitted to keep foods warm (e.g., candles/flames of any kind).

There is no food allowed in the classrooms.

Three reservations can be reserved at one time for events involving the sale of food for fundraising purposes. Once the last date has expired, new requests will be received and processed.

The 2nd floor of Agriculture and Geology atriums are NOT areas where food/ticket sales can be held. Anyone found dispensing food/tickets in these areas will be asked to leave immediately.

Other Events

10. All Alcohol events require proper protocol. Protocol calls for approval from the sponsoring organization, USSU, and Room Scheduling Office BEFORE alcohol is purchased.
11. All spaces, including those that are outdoors, must be formally reserved through the Room Scheduling Office, with the exception of Kinesiology space, which must be booked directly with them at kin.rental@usask.ca – if the event is NOT an athletic event; but still requires a Kinesiology activity space the request must be initiated through Room Scheduling.
12. Quance Theatre is primarily a performance/classroom/lab space and is heavily booked during the academic year. Use of the space requires technicians to be present to run the equipment. Appropriate costs will be administered.

Posters/Advertisements are restricted to bulletin boards approved by Facilities Management Division. All posters must be approved and stamped by an authorized college representative (see General Office). Any material posted on any other surfaces will be removed and recycled.

The only exception to this is during the USSU Elections (approximately two weeks long). Please see the regulations during this time on the Poster Rules (2.1) at the USSU link: https://ussu.ca/wp-content/uploads/2017/03/Election_Policy.pdf

Space Allocation and Management Policies is available on the FMD Room Scheduling Website – http://facilities.usask.ca/how_do_i/index.php

Glossary of Terms – http://facilities.usask.ca/how_do_i/index.php

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