

SGPS Event Sanctioning Information Guide

A resource to assist with the completion of the Event Sanctioning Form



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Purpose

The SGPS believes that having safe, inclusive, and student-run events are vital to the student experience. The SGPS actively encourages our talented members to plan and execute activities and events on a variety of topics that they are passionate about. We want to ensure that these events are run safely in support of these endeavours.

The purpose of the Event Planning form is three-fold:

- First, it is used to help the SGPS be aware of events that are being planned to allow us to support the planning and risk management for the event (I.e. waivers are required for the participants);
- Second, the SGPS' insurance policy will only insure approved events. Having an event insured by the SGPS will alleviate the personal liability from the student organizers if a problem occurs at the event that results in significant liability or damage; and
- Third, it is to ensure that all event organizers are familiar with the University's policies, particularly the Alcohol Policy and advertising for the event.

Overview of Event Sanctioning Form

Section 1: Event Details

This section should have a lot of detail. The standard of detail in this section is that any individual who wishes to recreate your event independently can do so with the details in this submission.

The purpose of this section is so that the SGPS can evaluate the risks and give feedback on the timeline and specific events in the itinerary.

Section 2: Event Logistics

This section includes all the logistics of your event and is critical to be completed in full to provide a clear view of how the event will be administered and managed.

All the information provided will be used to evaluate whether preventative steps can be taken to lower the risk of the event (ex. Adding a refreshment break to the itinerary during outside events in the heat of the summer, etc.).

High-Risk Activities that require individual consideration and review

Alcohol

The presence of alcohol adds extra risk to an event; however, these risks can be lowered if proper measures are implemented. This section ensures that all potential risks associated with having alcohol at an event are accounted for. Some areas to account for are:

- Whether a ticket includes drinks or not, and if yes, how many? This is to help the volunteers and security personnel working the event track intoxication levels and for the event organizers to manage the amount of alcohol participants are consuming.
- Ensuring that there are sober contacts at the event. Sober contacts serve as a point of reference for the event organizers, security personnel, and attendees and are mandatory to have at events with alcohol being served.
- Minors at drinking events (what is the protocol?)
- Importance of ensuring participants are bringing valid ID that has NOT EXPIRED. Note that an expired ID cannot be accepted as valid proof.
- Description of alcohol services
- Is the venue providing the alcohol?
- How is alcohol distributed (served vs. self-served)? What type of alcohol is served (beer, wine, liquor, etc.)? Is it being served in conjunction with food/water?
- The reasoning behind the use of alcohol is needed to ensure that the sole purpose behind the event is not drinking, i.e., how alcohol adds to the integrity of the event.
- Additionally, how the event is promoted and when alcohol is available is an important factor.

Under certain circumstances, the SGPS will approve off-campus events that provide alcohol.

- Stand-alone socials, whose primary advertising concerns alcohol consumption, will not be approved as such events violate Queen's Alcohol Policy.
- The space allocated by the venue for the social needs to be separate from the general public (i.e., in a private room or closed-off space). This allows the event organizers to have control over the event and the actions of their participants.
- Security personnel are in attendance.
- During the social event, provisions must be in place to escort or arrange transportation (taxi, etc.) for any attendee that has had too much to drink or is acting inappropriately.

Events that take place at venues where the general public is also in attendance and are not part of a broader event or conference will only be approved if additional risk mitigation strategies are implemented. Examples of these kinds of venues are:

- Stages Nightclub
- Ale House
- Trinity Social

Methods of Providing Food

There are multiple ways to provide food that hold varying levels of risks.

If you are selling food, please note that Queen's Hospitality Services regulates the types of food sold on campus. For any questions about the regulations, please get in touch with dining@queensu.ca. You must fill out the Queen's Hospitality form and get it approved.

If you plan on selling food to the public, you must also fill out a [KFL&A Public Health Special Events application](#) and get it approved.

On/Off-Campus

If your event is on campus and intends to provide food to participants, you must fill out one of four Queen's Hospitality forms. These forms must be submitted to dining@queensu.ca once completed. KFL&A requires 14 business days to assess and verify the food request forms.

If you request services from Queen's Hospitality Services, they may require sanctioning from the SGPS before your request can proceed.

If your event is taking place off-campus, a [KFL&A Public Health Special Events application](#) must be filled out in all cases. The turnaround time for a response from KFL&A is 10 days.

Methods of Providing Food

Catered with External Vendor

If your event is catered, we will require you to indicate on the form the number of people present from the catering company to serve food to evaluate whether additional supervision is needed.

- **Barbeques led by External Vendor:** On-campus or off-campus events that intend to cook meat, fish or other foods for participants need to fill out a Queen's BBQ Hospitality form and a [KFL&A Public Health Special Events application](#).
- **Off-Campus Caterer:** If your group intends to use an outside restaurant or catering company to provide food for your event, then you will need to fill out a [Queen's Off-Campus Catering Hospitality form](#) and will need to get a certificate of insurance, with a minimum of \$5 million coverage, from the food provider.

Self-Catered

If your event has food that is not catered but rather is prepared by the organizers or other group members, there are different forms to fill out and guidelines to abide by, depending on the types of food handed out.

- **Barbeques led by Organizers:** Events on-campus or off-campus that intend to cook meat, fish or other foods for participants need to fill out both a [Queen's BBQ Hospitality form](#) and a [KFL&A Public Health Special Events application](#).
- **Event Catered by Sponsor (Self-Catered Event):** If your group plans to serve food at your event that is being purchased from a restaurant or store (Platters from Metro, Costco, etc., other pre-packaged foods), then a [Queen's Hospitality Catering form](#) and a [KFL&A Public Health Special Events application](#) must be completed.

Bake Sales

Events that are taking place on-campus that intend to sell home-baked goods for fundraising purposes need to fill out the [Queen's Hospitality Bake Sale form](#) and a [KFL&A Public Health Special Events application](#).

If you are selling food, please note that Queen's Hospitality Services regulates the types of food sold on campus. For any questions about the regulations, please get in touch with dining@queensu.ca.

Potluck

If your group intends to host an event on campus in which food is being prepared only for group members (not open to the public) and is not being sold, then it is classified as a potluck. You must complete a [Queen's Hospitality Potluck form](#) and ensure that common allergies are displayed for each item provided to participants (eg. Nuts, milk, eggs, seafood).

If you are unclear about which category your event fits into, please contact sanctioning@sgps.ca for all other food inquiries, email smith-marcella@aramark.ca.

Physical Activity

If your event involves physical activity, it is necessary that you identify which of the three different categories your event falls into for that risk to be assessed.

The type of physical activity needs to be stated to evaluate if security or first aid personnel are needed and, if so, how they should be scheduled and positioned.

Event organizers should also prepare to provide updates and clarification regarding event activities to the security or first aid personnel.

The 3 different types of physical activity are:

- **Light Physical Activity Level:** Refers to activities that pose little to no risk (walking, brisk outdoor recreational activities, etc.). It is still important to outline on the form what physical activity is involved in your event, even if it would be considered light.
- **Moderate Physical Activity Level:** Refers to activities that pose a substantial level of risk, and safety precautions will need to be taken by event organizers. These activities could include more intensive recreational activities, light running/jogging, dancing, etc. Events with moderate physical activity levels will require all participants to accept the SGPS waiver.
- **Vigorous Physical Activity:** Refers to high-risk activities that could incite injury. This could include ice hockey, rock climbing, etc. These events will rarely be sanctioned because mitigating the risks associated with vigorous physical activity is difficult. There may be options for a separate insurance policy (at the cost of the event) that is there specifically for individual events that fall outside of the light/moderate activity and include vigorous activity. The Event Sanctioning form should be completed to provide needed information and assist in this discussion.

If you are unclear about which category your event fits into, please get in touch with sanctioning@sgps.ca.

Additional items to indicate on the submissions:

- Specify support staff – such as first aid, crowd control, and supervisors, so any potential security personnel are aware of additional controls and supports in place for the patron's and organizer's safety.
- For equipment – ensuring all appropriate equipment is provided for safety in appropriate condition.
- Participants must be instructed to bring their health card if they need to go to the hospital or access emergency services.
- Emergency accessibility – established protocol for emergency ensuring acceptable safety measures are in place and entries and exits are all accessible.
- Whether Queen's First Aid (QFA) has been contacted – to ensure that they are present and prepared for the type of event/physical activity, and so potential security personnel know to refer participants to first aid.

[Minors \(under the age of 18\)](#)

We need to know if minors are present at the event to ensure that there is no underage drinking and that potential security or first aid personnel are aware of the presence of minors.

Prior to the event, the minor's parent or guardian must accept the SGPS waiver on behalf of the minor for the minor to attend an event.

50+ Attendees

For events with a large number of attendees, it is important to be aware of the capacity of the venue in relation to the fire code. If security personnel are attending the event, they will also have to be aware of the official capacity and number of projected attendees beforehand to count the number of people in the venue properly. Fifty is a starting point to have these conversations as fifty attendees would not be excessive in some venues, and in other venues, they would be.

Travel

Events involving Travel is identified by our insurance providers as posing a higher-than-normal risk to the SGPS. There are certain requirements that your event will need to fulfill to be approved. Any travel events will require all participants to accept the SGPS waiver.

Itinerary

While all event organizers need to outline a rough itinerary of their event, this becomes even more necessary when travel is involved. Ensure that an hour-by-hour timeline is provided, including the locations that will be visited and how you will get participants to these locations and ensure that no participant is left behind.

Attendance

If you are going off-campus, attendance must be taken before and after you leave the premises.

Transportation

For your event to be approved, you must use a chartered bus or train to get to your desired location. Use of personal vehicles, rented vehicles, or vehicles without an authorized driver provided by the transportation company will not be considered for approval. Participants of the event will need to accept the SGPS waiver to be approved.

Certificate of Insurance

If your event is organizing a conference or event off-campus, some venues (for example, municipal-owned properties, hotels) will require a certificate of insurance from the SGPS. To receive this certificate, you must first send a copy of the rental contract provided by the venue to sanctioning@sgps.ca. The rental contract will need to include the SGPS as the party that is entering into the contract; otherwise, our insurance cannot issue a Certificate of Insurance. It is acceptable to include the name of the group following the SGPS name so that it is clear which entity the venue is dealing with. It is required that requests for a certificate of insurance from the SGPS are made at least 5 business days in advance of the occurrence of the event.

Frequently Asked Questions

Can you fast-track my event?

No. Events are reviewed on a first-come, first-served basis. All requests for fast-tracking will go unanswered.

Can I submit my Event Sanctioning form the day before my event?

Event forms should be submitted at least 14 business days before the start of your event. Any forms submitted outside of this window risk their event not being reviewed and subsequently not approved and not covered by SGPS insurance.

Do I need to fill out an event form if I am just holding a meeting with my group members?

No. The Sanctioning form need not be filled out for meetings with only group members. Event Planning forms must be filled out for events that feature members of the public and involve your group acting in an official capacity.