Brescia University College Students’ Council

**Event Policy**

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**EFFECTIVE:** November 2017 **SUPERSEDES:** N/A

**AUTHORITY:** Council  **RATIFIED BY:** Council as of 2017

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**RELATED DOCUMENTS:** Brescia University College Alcohol Policy, Bake Sale Guidelines, Film Screening Guidelines, and Campfire Guidelines **Page 1 of 5**

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**PREAMBLE**

The Brescia University College Students’ Council (BUCSC) provides events for the Brescia University College community. All events planned by members of the BUCSC as well as all ratified BUCSC clubs must follow these guidelines. Each of these guidelines must adhere to the standards of the Brescia University College event policies. This document is meant to reflect the strong relationship between the BUCSC and the college and their combined effort to provide beneficial events that maintain the safety of the Brescia community.

**1. SCOPE**

**1.1** This document articulates the responsibilities associated with events and event planning.

**2. GENERAL**

**2.1** Any member of the BUCSC, ratified club or sponsored organization must adhere strictly to these policies as well as the policies of Brescia University College;

**2.2** Each member of the BUCSC is responsible for understanding and complying with these requirements:

1. Adherence to all BUCSC By-Laws, Policies, Procedures and other documents;
2. Adherence to the BUC Student Code of Conduct, and all Federal, Provincial and Federal laws;
3. Submission of a Brescia University College event form a minimum of 2 weeks in advance for approval:
	1. Submission of an alcohol related or risk related event form a minimum of 30 days in advance:
		1. Including the submission of additional supporting documents including but not limited toA full list of designated drivers, sober monitors and security members.

**3.**  **EVENT PLANNING**

**3.1**  All members of the BUCSC who plan, implement or participate in an event must follow the following guidelines:

1. Shall organize events for the student body at Brescia as well as the greater community that have a clearly defined benefit, including but not limited to:
	1. Health and Wellness;
	2. Academic Success;
	3. Professional Success;
	4. Community Outreach and Development;
	5. Community Building;
	6. Financial Success;

**3.2**  All organizers must plan and implement events that are within the financial resources of the BUCSC;

1. All organizers must be mindful of risks associated with events and plan to reduce or eliminate said risk when possible. Risks can include any event element that threatens the:
	1. Physical Health or Wellbeing of participants;
	2. Financial risk to BUCSC or its partners;
	3. Property; shared space.

**4. EVENT PLANNING AND ALCOHOL RELATED EVENTS**

**4.1** All events involving the consumption of alcohol or on a premise where alcohol is being consumed must adhere to the following:

1. Shall follow the Brescia University College Alcohol Policy by:
	1. Promoting responsible use of alcoholic beverages;
	2. Discouraging high risk alcohol-related practices;
	3. Respecting the needs of non-drinkers or those under age;
	4. Promoting “dry” facilities, events and programs:
		1. requiring that laws relating to the service and use of alcohol be obeyed at Brescia and at all events sponsored by Brescia;
		2. discouraging financial dependence on alcohol related events;
		3. Encouraging the responsible use of alcohol through education and awareness programs that identify the risks associated with alcohol provision and consumption.

**4.2** Organizers of events at which alcoholic beverages are to be served must ensure that the following standards are met:

1. One individual must be specified as the event organizer. This person is responsible for the event and must be in attendance for the duration of the event;
2. The organizer must ensure that adequate security is in place to ensure that under age persons are not served and do not consume alcohol, and to maintain general order;
3. Food must be available throughout the event;
4. Non-alcoholic beverages must be available at a reasonable price;
5. Alcoholic beverages must not be sold below market price;
6. No strong or large drinks may be served; SmartServe guidelines for regular drink size must be followed;
7. If alcohol is to be provided at the event, no more than two free tickets may be provided as part of the admission to the event;
8. Alcohol service must end 45 minutes before the end of the event;
9. The event organizers shall refuse admission to the event to any person who is intoxicated, rowdy, or otherwise causing disruption;
10. The event organizers shall request the safe removal from the premises of any person believed to be intoxicated, rowdy or otherwise causing disruption;
11. Event organizers will ensure that under age individuals attending licensed events will be properly accommodated and will be responsible for their conduct and safety;
12. Event organizers will comply with the College’s policies and general rules.

**4.3**  In addition to adhering to 4.02 requirements, all events run by a member of the BUCSC, sponsored by the BUCSC or by a Brescia ratified club must follow:

1. Brescia University College, Policies and Procedures, Alcohol Policy, Section I: General Rules Applying to All Brescia Events;
2. Brescia University College, Policies and Procedures, Alcohol Policy Section II: Serving Alcohol at College Events;
3. Brescia University College, Policies and Procedures, Alcohol Policy, Section III: Residence Rules;
4. Brescia University College, Policies and Procedures, Sober Monitor Guidelines.

**4.4**  This policy must be updated to fully comply with the Brescia University College, Policies and Procedures, Alcohol Policy while the BUCSC maintains its identity as an institutional organization.

**5. BAKE SALES GUIDELINES**

**5.1** A bake sale is defined as fundraising through the sale of dry baked goods that will not spoil in the absence of refrigeration and are not potentially hazardous foods;

**5.2**  All food at a bake sale must be individually wrapped and labeled;

**5.3** Ingredients that are known to cause allergic reactions in some individuals must be clearly marked on the packaging. This includes nuts, nut oils, dairy, gluten flour, artificial sweeteners, etc;

**5.4**  It is particularly important to review ingredients in pre-made mixes where trace or hidden ingredients may be present;

**5.5**  Individuals conducting the baking, wrapping or sale of baked goods must thoroughly wash their hands before handling the food;

**5.6** At least two representatives are present throughout the bake sale; one to handle money and one to handle food;

**5.7**  Clean dispensing utensils (tongs, napkins, etc.) must be used to serve food. Clean supplies like napkins and utensils must be provided to the consumer;

**5.8** Food must be displayed and stored off the floor and must be covered at all times;

**5.9** Food must be transported in a covered, dust-proof container. Food must be able to be stored safely at room temperature. Food that requires temperature regulations cannot be sold. No food which requires refrigeration or heating can be sold; including: custards, cream-filled pastries, éclairs, cream pies, cheesecakes, meringues, etc;

**5.10** Inclusion of spoiled food products, materials not for human consumption, or the intent to cause bodily harm to the consumer are strictly prohibited. Such inclusions may lead to disciplinary action and termination of bake sale privileges;

**5.11** Only final cooking is permitted at the site of the event (i.e. no cutting/chopping of ingredients, marinating, or other forms of food processing or preparation are allowed);

**5.12** Please refer to the Safe Food Handlers guidelines;

**5.13** Any and all restrictions or event approval; i.e. a maximum amount of bake sales per month can be found on the Brescia event page.

**6. FILM SCREENING GUIDELINES**

**6.1** If the event is recreational, student groups must acquire public performance rights through one of the two major Canadian distributors of feature films, Criterion Pictures and Audio Cine Films Inc:

1. The BUCSC or associated groups will be responsible with the cost;
2. The BUCSC will assume any and all liability if they choose to proceed without securing the required clearance if the event is:
	1. Educational;
	2. Not-for profit;
	3. On Brescia campus.

**6.2**  With an audience of primarily Brescia students or faculty must comply with:

1. Copyright Act.

**6.3**  The BUCSC and associated partners must comply with the following documents for film screening purposes:

1. Copyright Act;
2. Western University’s policy on plagiarism;
3. Brescia University Colleges Film Screening Guidelines.

**7. CAMPFIRE GUIDELINES**

**7.1**  A formal request for an Open-Air Burning must be completed through Western University: The Open Air Burning Request Form:

1. The individual who submits the request must be the event organizer;
2. The event organizer must be present for the duration of the event;
3. Event organizer and the BUCSC is responsible for adhering to the City of London Open Air Burning By-Law.

**7.2** A fire extinguisher must be present at all Open-Air Burns in case an emergency:

1. During event approval submission please indicate your desire to hold an open-air burn;
2. If indicated, the Events Review Committee will supply an extinguisher and pan for the duration of the event;
3. Water must be used to extinguish the fire unless in an emergency;
4. All fires must be contained in a fire pan of non-combustible materials;
5. Open Air Burns must be conducted in an approved location on a non-combustible surface;
6. Only commercially produced charcoal, briquettes or clean, dry, seasoned wood may be burned;
7. All Open-Air Burns must be conducted between 4:00 pm and midnight.