

POLICIES AND PROCEDURES

SECTION TITLE: OPERATIONS	SECTION REFERENCE: OP
POLICY TITLE: STUDENT CENTRE FOODCOURT EVENTS	POLICY NUMBER: OP-014

POLICY STATEMENT:

THE STUDENT CENTRE IS COMMITTED TO PROVIDING THE STUDENT CENTRE FOODCOURT AS A HIGH-QUALITY EVENT SPACE FOR RECOGNIZED STUDENT GROUPS, UNIVERSITY OFFICES AND DEPARTMENTS, AND, ON A FEE BASIS, COMMERCIAL VENDORS. IT SHALL BE AVAILABLE ON A LIMITED BASIS FOR EVENTS BENEFITING THE ENTIRE STUDENT COMMUNITY

PURPOSE: TO ENSURE THE FAIR REPRESENTATION OF ALL STUDENTS THROUGH PROGRAMMING AND COMMERCIAL INITIATIVES IN A HIGH-QUALITY AND HIGH TRAFFIC SPACE.

1.0 CRITERIA:

1. Events must be pan-university; they must be targeted at a general audience and cannot be designated to one specific group of individuals or beliefs
2. Event requests must be submitted in writing, no later than 30 days in advance; this is on a first come first serve basis. Final approval of events rests with the Student Centre Executive Director.
3. The sponsoring student group shall be financially responsible for the cost of renting required technical equipment and the applicable fee for tech crew. Such fees to be agreed to as part of the written booking agreement.

2.0 REGULATIONS:

1. No more than 2 events will be booked per month.
2. No group may book more than one event per academic term.
3. All events must have a pan-university goal.
4. The space is available for displays and tabling from 11 am to 5 pm. All performances shall take place between 3:00 – 4:30 pm.
5. The Student Centre Events & Entertainment Manager is deemed to be the producer of all food court events and shall monitor the events for safety, community standards, and volume control.
6. All equipment shall be organized through the Events Manager as producer.
7. Special permits and requests will be taken care of through the Events Manager at the expense of the group/individual renting the space (i.e. extra power, more equipment, lighting, etc.)
8. The booking group will provide a booking fee of \$250 within 5 business days of approval. If the event is cancelled within 7 days of the date of the event for any reason the fee of \$250 is non-refundable. The balance, if any, of the booking fee must be paid prior to the set-up of the event.

9. If terms of the contract are not fulfilled by the client, then the contract may be cancelled at the discretion of the YUSC. Notwithstanding any such cancellation, the client would be responsible for any financial liabilities incurred by the YUSC.
10. The useable space is an area measuring 16'x18' in front of the central stairs in the food court area.
11. A stage measuring no more than 8'x16' may be provided by the YUSC for a fee.
12. For the periods outside of the performance time of 3:00-4:30 pm, the only allowed sound amplification must be discreet for displays, with no amplification aimed at attracting a wide audience.
13. No use of the space may interfere with standing agreements with other organizations.
14. There will be a minimum fee of \$1,000 for non-York commercial clients.
15. There is access only to one (1) 15 amp. electrical outlet. There may be an extra charge to the client if more power is required.
16. No food may be sold or given away unless it is prepackaged samples, and then only at the sole discretion of the YUSC Executive Director.
17. All advertising for the event must be approved in advance by the YUSC.

3.0 EVENTS

A. EQUIPMENT RENTALS:

1. All rentals (i.e. tech equipment) will be arranged and contracted by the Student Centre Events Manager
2. Any damages are the sole responsibility of the client, and will be charged accordingly.

B. PERMITTED EVENTS:

1. Pan-university events that include all of the University's students.
2. Events that have a universal appeal and are inclusive. They must not discriminate against another faith, gender, etc. (Possible examples of acceptable events include: Pow-Wow, York's birthday, MuchMusic VJ Search)
3. Commercial displays on a fee basis to be set from time-to-time and coordinated by the Student Centre Executive Officer.

C. PROHIBITED EVENTS:

1. Events targeted at one specific group of individuals, that does not reflect a university-wide audience
2. Events that exclude or discriminate against other individuals or groups
3. Events not confirmed through the Events Manager, including those with invalid contracts, payments and/or applications.

4.0 PROCEDURES:

1. All potential clients must fill out an application in order to get their performance or event considered
2. The application must be submitted at least 30 days in advance of the event date
3. All events must be approved by the Student Centre Executive Director.
4. Once the application has been approved, all special permits, requests and rentals will be done through the Events Manager
5. Upon authorization of an event, a contract must be signed by the Events Manager and by a signatory of the client planning the event for confirmation of the performance and payment agreement
6. Student Centre tenants and vendors must be given advance notice of the upcoming event
7. The booking fee of \$250 is due 5 business days after approval of event. The balance of fees owed must be paid prior to the event set-up.

Contact Person (title):	Events & Entertainment Manager
Cross-Manual Reference:	
Monitoring Tools:	
Relevant Forms:	Special Event Application

ED Approval Date:	15 June 06
Review Dates:	December 06
Revised Date(s):	Current