

SU CLUBS MANUAL

Guide to Funding, Services, Rights, and Responsibilities of SU Registered Clubs
(Updated August 1, 2023)

2023 - 2024

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INTRODUCTION

What is the SU?

The Students' Union (SU) is a student-governed and student-led organization. The SU is statutorily incorporated under the Alberta *Post-Secondary Learning Act* and is a registered lobby organization under the Alberta *Lobbyists Act*. Our mandate is to **serve, represent and support** all University of Calgary undergraduate students.

Whether it's an affordability concern, an accessibility issue or a matter related to the quality of education, the SU advocates on behalf of students to the university and all three levels of government. In addition, we offer a wide range of programs, services, and businesses to support you and enhance your quality of life on campus. Students are the reason we exist.

The SU believes that clubs are an excellent way to enhance a student's university experience. Clubs allow students to connect with new people on and off campus, grow leadership experience, and share their knowledge, interests, and hobbies with others. It's about building community!

Clubs Office Hour & Contacts

The SU Clubs office is staffed by the Coordinator, Student Organizations (CSO) and two Assistant, Student Organizations (ASO), who are part-time student staff. Whether you have a simple question or need to request an appointment for more complex issues, we are here to help. We offer appointments from **8:30 am – 4:30pm, Monday – Friday**.

- The best way to reach us is by email: clubsoff@ucalgary.ca. This email is checked on a regular basis and we generally respond to all emails within two business days.
- You can also reach us at [403.220.2233](tel:403.220.2233) to set up a time to chat.

For general inquiries on SU services, email: reception@su.ucalgary.ca or call [403-220-6551](tel:403-220-6551)

Follow us on social media to keep on top of the latest news and updates!

- **Facebook:** /SUUofCCLubs
- **Instagram:** @SUUofCCLubs

Club Autonomy

SU Registered Clubs are considered third-party organizations and are not "run" by the SU. We are here to provide guidance and coaching so that your club can provide student-run initiatives intended to enhance and improve student life at UCalgary.

- All SU Registered Clubs must adhere to the [Registered Club Agreement](#).
- The SU recognizes the autonomy of Registered Clubs and acknowledges the freedom granted to Student Organizations to establish, interpret, and practice their own governing documents.
- The expressed views and activities of Registered Clubs DO NOT represent the views of the SU or current elected officials.
- The SU reserves the right to revoke the status of a Registered Club for NOT complying with SU policies and procedures, or that of their own governing documents.
- The SU does not have the authority to adjudicate every inter-club, intra-club, or interpersonal conflict, but we can guide your club in the right direction and provide advice. We work with offices on campus to ensure to ensure clubs have access to the right resources for their unique situation.

Benefits of Becoming an SU Registered Club

Student groups or clubs do not need to register with the SU to exist on campus. However, registering your organization with the SU provides access to freebies, perks, services, and other benefits, such as:

- Club lockers
- Trifold storage
- Participation at Clubs Week
- Funding opportunities
- Space bookings at no cost/low rates
- Affordable insurance for your club activities
- Support and guidance from SU staff
- ...and [more!](#)

Diversity and Conduct

- SU Registered Clubs are expected to be kind to each other, to their members, and to the SU. See Appendix B for the SU's stance on diversity and respect. See [the Club Conduct Process](#) for more information on the SU's non-academic misconduct policy.

REGISTERED CLUB EXPECTATIONS

Registered Club Agreement

All SU Registered Clubs must adhere to the [Registered Club Agreement](#) to access SU funding and services. This acknowledgement is completed digitally through the online registration process.

Club Constitutions

- Your club constitution acts as a governing document for the organization, it provides a framework and establishes rules for how your club operates.
- Each club that registers with the SU MUST have a [Club Constitution](#) (or Bylaws).
- If a new version is approved by your club's members (according to the proper process in your current constitution), it must be submitted to the SU within two weeks of the ratification.
- Clubs will be prompted to review their constitutions every five years if they haven't already done so.

Why Club Constitutions Are Important

- Constitutions ensure the longevity of your Club and support transition from year-to-year.
- The constitutional structures and rules can help to prevent and resolve conflicts and ensure consistency in how your club will operate over time.
- If questions or conflicts within a club arise, the CSO will refer to the version of this document that the SU has on file to help club executives find a solution.

Mandatory Requirements

MUST DO	REQUIREMENTS	DEADLINE
<p>ClubHub 101</p> <p>*A series of online training videos that cover how to navigate ClubHub, access SU funding and services.</p>	<p>All clubs must have at least TWO (2) representatives complete the sessions in September every year or the club will be placed on Frozen status.</p> <p>Clubs who have missed the requirement will be put on frozen status and can complete the January sessions to become active again.</p>	<p>Fall: Online, available Sept 5, due by Oct 6.</p> <p>Winter: Online, available Jan 3, due by Jan 24.</p>
<p>Insurance Form & Payment</p> <p>* General Liability ONLY. Clubs are required to get their own additional insurance for property damage liability or personal injury, as needed. Speak to the CSO for more information.</p>	<p>SU Clubs are covered by the SU’s General Liability Insurance for events they register through ClubHub.</p> <p>The cost of the SU’s policy depends on what your club needs:</p> <ul style="list-style-type: none"> · Non-alcohol events, on-campus or online: \$20/year · Non-alcohol events, off-campus: \$30/year · Events with alcohol: \$60/year 	<p>First window: Sept 5 – Oct 10</p> <p>Second window: Nov 7 – Nov 21</p> <p>Third window: Jan 2 – Jan 23</p> <p>*All clubs will need to fill out their insurance form and complete any payments by the Oct 10th deadline.</p> <p>*If you miss the deadline, your club may not hold any events. You can rectify this by completing insurance requirements in the next available window.</p> <p>*Your club will have to get its own insurance if you miss the third window period.</p>
<p>Annual Report</p>	<p>The Annual Report needs to be completed by all SU Clubs each year at the end of the Club Year. The Clubs Office will post a notification on ClubHub, as well as send a reminder email. The reporting form opens on April 1st and is available for six weeks.</p>	<p>May 14, 2024, at midnight (Opens at the start of April)</p>

	Clubs who do not fulfill this requirement will be frozen and have their access to Registered Clubs benefits suspended till they turn in their Annual Report within a remedial timeline. Failure to turn in their annual report within the remedial timeline would lead to having their Club's status being locked.	
Event Approval	Clubs must submit a ClubHub Event Request with at least 15 business days' notice (not including the day of the event) for the SU insurance to be effective. Failure to disclose all planned activities at a club event can result in Frozen status.	Ongoing: 3 weeks' (15 business days) notice for in-person events . The day of your event does not count. 2 weeks' (10 business days) notice for online events . *Special events need 5 weeks notice (details see "club funding" section)
Designated Booker	Clubs must appoint a maximum of two designated bookers to do space booking for the club by filling the "Designated Booker Form" on ClubHub (a space booking request made by a non-designated booker will be denied)	At the beginning of each semester, make sure the designated bookers are updated (if applicable)

What is Your Club Status

There are 3 different statuses that your club can hold. The status of your club will determine its ability to operate as an "SU Club". Clubs can easily change their status after fulfilling specific criteria detailed below.

Tips!

- If you can't find your club on the "Organization list", or don't have access to ClubHub anymore, it means your club might not be "Active".
- Check if your club meets all the mandatory requirements above.
- Still can't find what's wrong? Email us to find out.

STATUS	DESCRIPTION
Registered / Active	Organization is in good standing and is able to hold events and participate in SU Cubs Week, in addition to having full access to Club Hub.
Frozen	Club has missed a mandatory deadline or violated the terms of registration. Frozen clubs will not have access to SU funding and services. Most often Clubs are frozen for 30 days, or the nearest applicable deadline.
Locked	Club has failed to rectify its non-compliance with requirements. Once your club is locked, you have one year to work with the Clubs Office to rectify the problem(s). If you do not apply to re-register within that year, your club is considered inactive.



Removing Frozen or Locked Status

- Clubs that are on “Frozen status” will have 30 days to come into compliance with the Registered Club Agreement, unless otherwise stated by the CSO.
- Clubs with Frozen status will have limited access to SU funding and services.
- After 30 days, the club may lose registered status with the SU if they do not take the steps outlined by the CSO to rectify situation.
- Any club that loses their registered status will become Locked. But you have another chance to re-register your club in one year.
- After this one year is up, the club’s ClubHub account will become “Inactive” and be removed from ClubHub. All documents and records for the club will then be deleted.

Important Dates and Deadlines (Clubs Calendar)

Date (2023/24)	Event/Deadline <i>(All events and deadlines subject to change)</i>
August 11	Fall Special Events Funding Deadline
August 15	Weekly Fall Space BLOCK Bookings Open (MacHall)
August 28	Clubs Week Table Registration Opens, Locker & Pop Requests Open
September 5	Fall 2023 ClubHub 101 Video Tutorials available; Insurance Form available
September 8	Clubs Week Table Registration Deadline
September 18-22	Fall 2023 Clubs Week
September 11	MacHall and University spaces open for individual club bookings
October 6	Fall 2023 ClubHub 101 Video Tutorials Completion Deadline (11:59 PM)
October 10	Insurance Form & Fee Deadline
October 20	Fall New Club Submission Deadline
November 10	Winter Special Event Funding Deadline
November 15	Weekly Winter Space BLOCK Bookings Open (MacHall)
January 2	Winter Clubs Week Table Registration opens
January 3	Winter 2024 ClubHub 101 Video Tutorials available
January 9	Club Awards and Eric Lahoda Scholarship applications open
January 15—17	Winter 2024 Clubs Week

January 24	Winter 2024 ClubHub 101 Video Tutorials - Quiz Deadline (11:59 PM)
February 16	Club Awards and Eric Lahoda Scholarship application deadline; Winter New Club Submission Deadline
April 11	Club Awards Event
April 30	Club locker clean out deadline
May 14	2023/2024 Annual Reports Deadline
May 10	Spring/Summer Special Events Funding Deadline
June 21	Spring/ Summer New Club Submission Deadline

***Bolded items are mandatory for SU Registered Clubs**

Club Transition Tips

- Make sure to let the new executives know about these mandatory deadlines (such as annual report submission deadline) so the club doesn't go on Frozen Status.
- Make sure your new Club Executives have access to ClubHub.
- Appoint new designated booker if applicable (by filling the update form on ClubHub).
- Let the new executives know where to find the club records, including passwords, and email accounts. If your club has a locker or a designated office on campus, make sure to pass on codes, or keys for these spaces.
- Submit a Bank Letter request by email to clubsoff@ucalgary.ca, if your signatories are changing for the upcoming year.

WELCOME TO CLUBHUB



What is ClubHub?

[ClubHub](#) is the primary online platform your club can use for almost EVERYTHING. After setting up their own accounts, clubs can submit requests for events, spaces, funding, free pop, communicate with the CSO, and more!

ClubHub 101

First thing first, [ClubHub 101 Video Tutorials](#) is the MANDATORY tutorial video SU clubs need to check and finish before starting or joining a club. It will show how to get all your clubs requests in (the videos are accessible year-round for informative purposes.)

General Forms on ClubHub

“Forms” are one of the most frequently used functions on ClubHub. They are available once you log-in to the portal next to “news” and can be submitted from your club’s individual account. There are multiple types of forms: Pop Request, Locker Request, Designated Booker Update, Club Insurance, Club Award Nominations, Eric Lahoda Scholarship, ClubHub 101 video session, Clubs Week, Display Case Request etc. (***Depends on the time of the year, some forms might not be available all year around**)

Event Planning Checklist

Planning an event early and staying on top of things ensures that your club can be successful and have a great experience. Use our checklist to help get you started. If your club needs assistance with points on this list, email us and we can provide some advice.

1. Do we have enough time to book a space for our event? (3 weeks or 5 weeks in advance depending on the type of the event, more details check “Funding – general policy” section)
2. Does the event fall in line with the SU and University policies?
3. Do we need food & drinks? If so, check food & catering policies.
4. How big of a space do we need? Is equipment like a projector and screen needed?
TIP! Request a proper size space on ClubHub to raise the chance to get a space!
5. If our event is off campus, do we need extra insurance? (See Risk & Liability section)
6. Do we need participants to sign a waiver? (The CSO will help you figure this out)
7. Will this event be open to only club members, or any student?
8. Do we need to book a speaker or facilitator?
9. Do we need any additional supplies for our event?
10. What’s our plan for checking people into the event and clean-up afterwards?

Event Spaces & General Policies

MCEC (MacEwan Conference and Events Centre)

The SU manages the conference rooms and bookable space in MacHall through MacEwan Conference and Events Centre (MCEC). Clubs may book most spaces and equipment in MacHall at no charge or a discounted rate.

All clubs must submit an Event Request form on ClubHub at least **15 business days** before an in-person event, or **10 business days** before an online event (excluding the date of the event).

General Booking Policies:

- **All MCEC spaces are subject to availability of the room.** Meeting all other requirements does not necessarily guarantee that the room/space you’re requesting will be available. Be sure to book as early as possible for the best chance of getting the space you want!
- Only MCEC Designated Bookers may request reservations. Ensure two Club Executives are assigned this role and be sure to fill out the [MCEC Designated Booker Form](#).

- Minimum **15 business days’ (3 weeks)** notice for all MCEC reservations. **(Not including the day of the event)**
- Minimum **25 business days’ (5 weeks)** notice for events requiring MCEC Catering or requesting Special Event* spaces (see below).
- Minimum **3 business days’** notice for cancellations or setup changes, otherwise a **\$100.00+GST fee** (same goes for no-shows) and booking restrictions may be applied.
- Cancellations or changes must be done by emailing clubsoff@ucalgary.ca
- Operational hours in Fall/Winter semesters are 9am-9pm on weekdays. **Weekend bookings are not available at this time.**
- In consultation with the CSO, MCEC has final say over the use of their spaces. See Room Booking Conditions and Table Booking Conditions for details.
- Failure to disclose activities or breach MCEC terms and conditions may result in “Frozen Status”.

Special Event Booking Policies:

Special events are events requiring payment, including catering, MacEwan Hall, Ballroom, or North Courtyard space reservation, or additional equipment.

- Clubs must book a minimum of **25 business days’ (5 weeks)** and a maximum of 4 months prior to their event.
- Spaces will be booked at 50% discount off the full on-campus price (if booked more than 4 months out, club will be charged the full price).
- A 20% discount will apply to MCEC Catering **except** plated, off-menu, or delivered items.
- Connect with the CSO when planning a special event, to determine the right steps and ensure your event runs smoothly.

Booking Allowances:

CONFERENCE ROOMS	THAT EMPTY SPACE	SOUTH COURTYARD	SPECIAL EVENT SPACES	MACHALL TABLES
- Two free 4-hour bookings per week. - Additional bookings 50% off regular price.	- Two free 8-hour bookings per month. - Additional bookings 50% off regular price.	- Two free 8-hour bookings during Fall and Winter semesters. - Additional bookings 50% off regular price.	- Includes the North Courtyard, Ballroom, and Hall A/B. - 50% off regular price.	- Ten free “info” tables (inform public about club, sell club event ticket) and one free “sales” table (sell products or tickets to off-campus club events) per semester - Additional tables \$15

Weekly Block Bookings:

Clubs may “block book” rooms for weekly events in advance, but only during certain periods of the year. Block bookings are available **one semester at a time** (clubs cannot block book for the Fall and Winter semester at the same time).

Block Booking Dates:

- August 15: Block bookings for the Fall semester open
- November 15: Block bookings for the Winter semester open
- March 15: Block bookings for the Spring/Summer semesters open (as available)

Equipment and A/V

MCEC provides some free equipment upon request. Large P/A equipment is not available through MCEC or the Clubs Office. Additional A/V equipment may be provided in certain spaces by the club at their expense. Equipment maximums apply.

See the quick chart below* for more information:

FREE EQUIPMENT (upon request)		PAID FOR/NOT INCLUDED EQUIPMENT	
- Chairs	- TV with DVD Player	- Tables (tall cocktail)	- Decorations
- Tables*	- Whiteboard	- Cattle Gates or Stanchions	- Extra Microphones
- Podium	- Flipchart	- Food & Drink	- Personal Laptops
- Speakers and Microphone	- LCD Projector & Screen	- Large PA Systems	- etc.
- Clubs Cart*			

*Clubs can receive up to 10 free tables per booking, from a selection of 4, 6, 8, 10 or 12 foot tables, or round “banquet style” tables.

*The Clubs Cart contains a projector, screen, DVD player and a speaker.

Catering & Food Policies

- Clubs may **ONLY** bring outside **snacks, pre-packed items, and non-alcoholic drinks** into MCEC areas for events that are designated for **club members**. If you’re not sure, run it by us first so we can provide some clarification on what is allowed.
- Clubs **CAN NOT** sell or give away food or drinks in the **North or South Courtyard, or at any MacHall tables**.
- Clubs **CAN NOT** serve full meals in any event spaces.
- Clubs **CAN NOT** hire outside catering for events in MCEC spaces.
- Club events that are open to non-members and require food **must use MCEC catering (*if more than 25% of participants of the event are non-members/ public, catering will be charged the full price)**
- Clubs intending to sell or register new memberships at the door of an event must advertise accordingly. Please speak with the CSO for further details.
- Clubs **CAN NOT** cook or prepare food in MCEC areas, and outside alcohol is not permitted.
- Clubs are eligible for a 20% discount on MCEC Catering. 17% gratuity and 5% GST is added. (*plated, off-menu, or deliveries to places outside the MacEwan Student Centre are available at full price)

TIP! *Table reservations are available in the Den. All reservations in the Den must follow the [Den & Black Lounge Space Booking Procedures](#).

Access To SU Clubs Areas

The Clubs West area (MSC 279, beside the Stör) is where you can find the CSO’s office, club lounge, powered workspaces, workrooms that do not require bookings, and lockers and trifold storage.

The Clubs East Area (MSC 130, behind Jugo Juice) was renovated in September 2017 and includes a boardroom, a meeting and study space, and more club lockers and trifold storage. The open area does not need to be booked, however if you require the use of the boardroom, please use your normal booking process. **(*Clubs East has two separate entrances, allowing clubs easy access to their club lockers and trifolds while the SU’s Volunteer Tax Program operates in this space through most of the Winter Semester.)**

Other Spaces On Campus (UCAE & KINES)

University of Calgary accommodations and Events (UCAE)

Formerly known as “CEM Conference and Events Services”, UCAE staff **manage all spaces outside of MCEC including classrooms, green spaces, and tables.**

Booking Policies:

- Minimum **15 business days’ notice (excluding the day of the event)** for ALL UCAE reservations.
- Minimum **5 business days’ (1 week)** notice for cancellations.
- All bookings are always subject to the availability and discretion of UCAE.
- Classrooms in the Taylor Institute require either faculty staff or conference staff to monitor the event.
(*Faculty staff are required to send the UCAE staff a letter/e-mail informing them that their presence will be there for the entirety of the event and will be responsible for supervising the event)
- Conference staff can be hired at \$35/hour + GST for a minimum of 3 hours or for however long the event runs.
- All A/V to be booked through Com/Media unless mentioned otherwise by UCAE.
- Catering in UCAE allocated spaces must use Aramark as per the UCAE Booking Policy, visit the UCAE [Accommodations and Events website](#) for detailed information.
- For food preparation and safety rules, check sections 4.1.1 to 4.1.3 on [this Guideline](#).

UCALGARY CLASSROOMS	GREENSPACES	TABLES	A/V EQUIPMENT
<ul style="list-style-type: none"> - Two free classroom rentals per calendar month - 40% off additional bookings, or 15% off if admission is charged - Complete the Classroom Booking Form 	<ul style="list-style-type: none"> - Two free greenspace rentals per calendar month - Complete the Greenspace Booking Form 	<ul style="list-style-type: none"> - Four free table bookings per calendar month - Complete the Table Booking Form 	<ul style="list-style-type: none"> - Submit an A/V Request a minimum of 48 hours before the event

REMEMBER! You must have your event **submitted** through ClubHub before requesting a booking. If you do not have a **pending event request**, your space request will be denied.

UCAE contacts:

Email: meetateasleep@ucalgary.ca Phone: 403-220-3111

To book extra-curricular space on university, check page 25 “Appendix 4” on [this Guideline](#).

KINESIOLOGY SPACES

SU Registered Clubs receive a discounted rate of 50% off in Kinesiology spaces. Spaces can be booked by emailing a copy of the [Facility Request Form](#) to bookings@ucalgary.ca for Kinesiology bookings or ovalbookings@ucalgary.ca for oval bookings. 2023/24 SU Club rates (plus GST) are set by Kinesiology.

KINESIOLOGY Club Booking Rates:

- | | |
|---------------------------------------|---|
| ➤ Aux Gym, Dance Studio: | \$45.15/hour |
| ➤ Gold Gym: | \$54.99/hour |
| ➤ Jack Simpson Gym (1 court): | \$63.67/hour |
| ➤ Red Gym: | \$66.57/hour |
| ➤ Classrooms and small seminar rooms: | \$43.42/hour (KNA 160) or \$28.94/hour (KNB 87) |
| ➤ Kines Info Table | Free |

REMINDERS!

*UCAE & KINES spaces can be booked via ClubHub, but they are managed by the University. Policies and rules may be different from SU bookings.

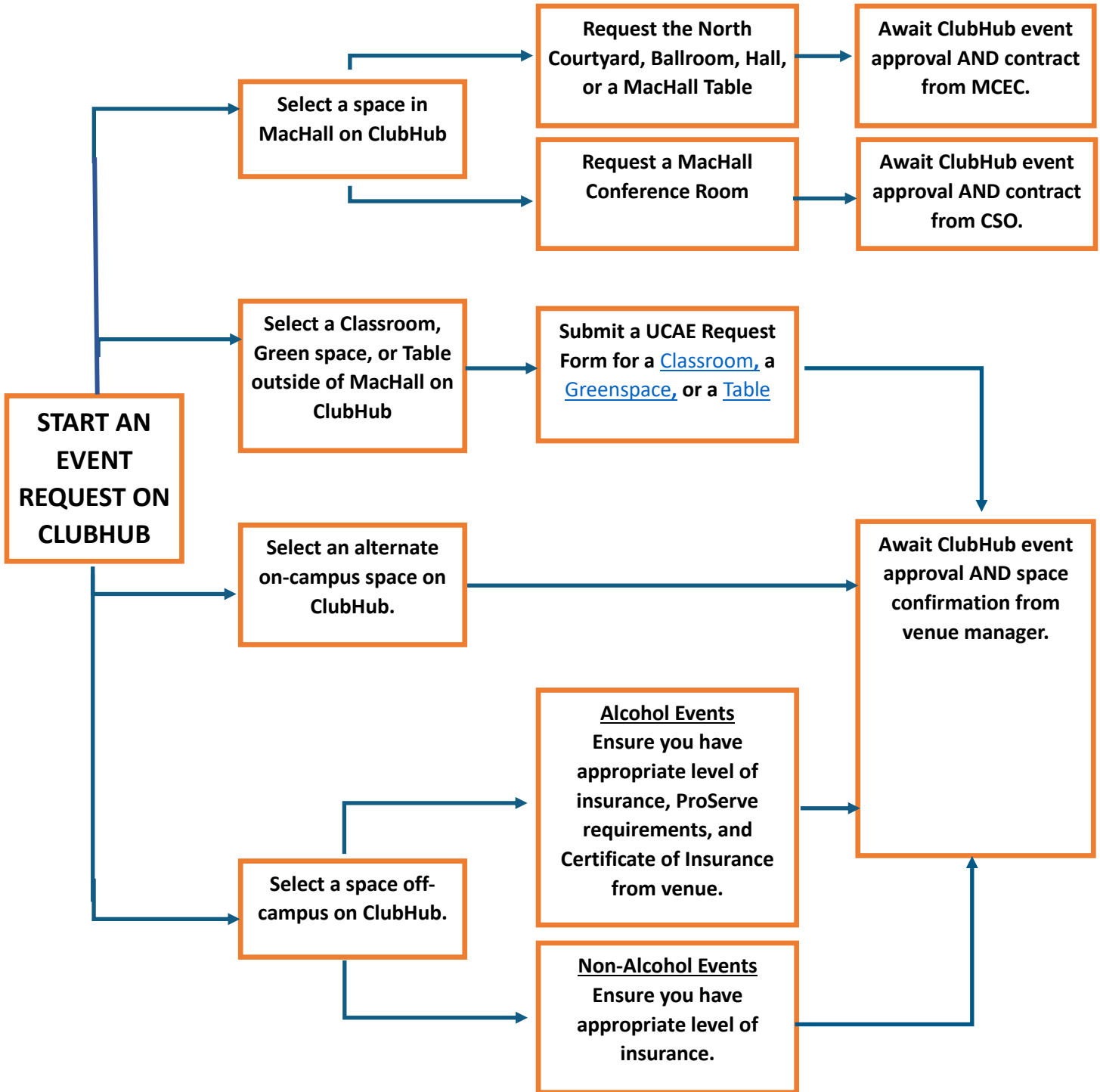
*Please disclose all the details to UCAE/KINES (e.g., If your club is selling tickets for the event), or else your club’s booking will be cancelled and may be placed on frozen status.

*If you worry about the lack of spaces during fall/ winter busy seasons, email the contact information above, to check before booking!

How to Book Event Spaces

Clubs can book MCEC, UCAE and KINES spaces on ClubHub!

*Use the Events menu under “Manage” for your club on ClubHub to submit an **Event Request**



CLUB FUNDING

All club funding can be requested through the [Club Activities Fund Pre-Approval Form](#) or [Special Event Funding Pre-Approval Form](#) on ClubHub. All requests for funding are subject to availability of funds.

REMEMBER! Application submissions do not mean funding is guaranteed.

General Funding Guidelines

- All SU Club Funding is 75% of total budgeted expenses (or net budget deficit (loss), whichever is less) Events that make a profit during the event are not eligible for funding.
- All SU Club Funding is reimbursement only.
- Valid itemized receipts are necessary for all reimbursements—these are submitted online (JPEG, PDF, PNG files are ok). Non-itemized receipts will not be accepted.
- Gratuity, Tips, and GST are not eligible funding expenses.
- Reimbursement is done by direct deposit to club bank accounts, which means we need a recent (within 3 months) club bank statement or void cheque with the branch number, transit number, account number, and club name clearly visible.
- If the actual expenses don't match the pre-approved amount, your club will only get reimbursed by how much was actually spent, instead of the requested amount.

Club Activities Fund

Clubs may access the Club Activities Fund for their regular activities and events. Pre-approval is necessary; therefore, your club may not request funding for an event or activity that is in the past. Club Activities Fund is a rolling process over the course of the Club year and may be requested anytime during the course of that year.

Eligible expenses for Club Activities Fund include:

- Start-up costs for newly registered clubs
- Food
- Non-alcoholic beverages
- One Pro-Serve certification
- Advertising and Promotions
- Honoraria/gift for guest speakers* (non-club members only)

Each club may request a total of \$300 per year. Each funding request cannot exceed \$100. Receipts must be provided within 30 days of the completion of the event or activity in order to be reimbursed.

***NOTE! The total dollar amount dedicated to gifts and honoraria is not to exceed 20% of a club's event budget. Examples of appropriate use of honoraria would be to acknowledge and thank a guest speaker such as an Indigenous Elder, an industry executive, or someone in a similar advisory role. Honoraria can NOT be used for club members. ***

****Taxes, online food ordering service and delivery fees, tips are INELIGIBLE expenses for funding requests through the Club Activities Fund**

Special Event Funding

Special Event funding is available to clubs for larger events, such as conferences, galas, awards, etc. that require bigger spaces and more lead time to plan. Each club may request a total of \$1000 per year. The deadlines to submit funding applications is as follows:

Special Event Deadlines:

- Second Friday in May
(For events Jul 1-Aug 31)
- Second Friday in August
(For events Sept 1-Jan 15)
- Second Friday in November
(For events Jan 16-Jun 30)

Special Event funding requires more thought and planning, prior to filing out the form. Your club will be asked to submit a budget and alternate budget (optional) that the Programs and Services Committee will evaluate. The ClubHub Funding Form goes into more detail about funding criteria and how to fill out the funding application.

To receive reimbursement for pre-approved funding (Special Event), all eligible receipts must be submitted within 30 days of the event via the [Post-Evaluation Form](#) on ClubHub. (*SU Clubs are ONLY eligible to complete the Post-Evaluation Form after the club's funding request receive a pre-approval.)

Special Event Scoring Criteria:

- Quality of the Application
- Benefit of event to club members/community
- Impact and accessibility of event
- Alternative or additional funding plans
- Validity and rationale of expenses
- Financial need (determined by club's recent bank statement)

Eligible Expenses

- Food, non-alcoholic beverages
- Advertising and promotions
- Event production costs

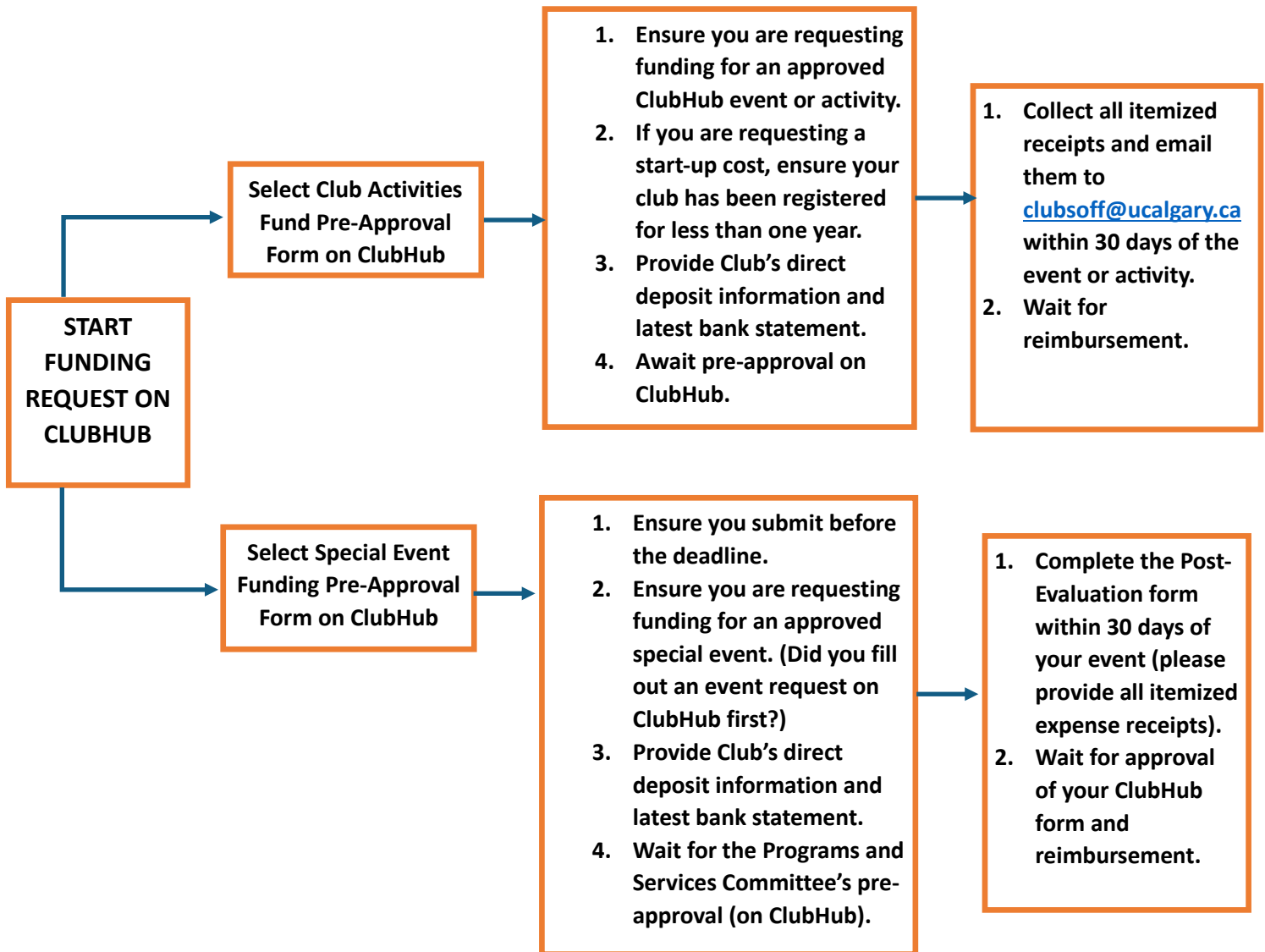
Ineligible Expenses

- Alcohol
- Prizes
- Guest Speaker Fees or gifts
- Travel and accommodation
- Any activity leading a profit for the Club or not aligned with the Club's mandate

How to Request Funding

There are two types of funding requests that SU Clubs can access: Club Activities Fund or Special Event Funding.

Requesting funding is easy when you follow this step-by-step guide to help you through your next SU Club Funding request. Submit your request using the [Club Activities Fund Pre-Approval Form](#) or [Special Event Funding Pre-Approval Form](#).



Other Funding Opportunities

Although not specifically meant for clubs, there are several other funding opportunities the SU and UCalgary provides that student groups can utilize:

- **Quality Money:** Large projects that are identified as priorities for students, by students.
- **SU Conference Funding:** Intended to help individuals cover costs of attending conferences and other off-campus professional development or academic events.
- **LSE Student Activities Fund:** Offers support to student initiatives that promote student engagement.

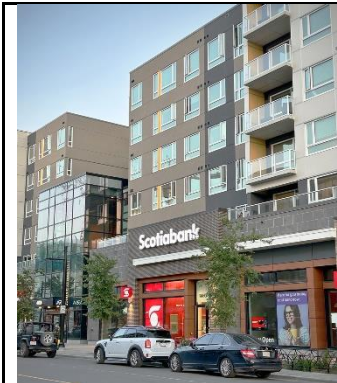
- **SU Sustainability Fund:** Intended for on-campus projects that work on inspiring, creative, and impactful sustainable projects at UCalgary.

Bank Letter

You must request a bank letter from the CSO to prove you are a Registered Student Organization to receive SU Club funding.

It's easy as 1, 2, 3...

1. For new bank accounts: Email clubsoff@ucalgary.ca with the full legal names of two individuals your club would like added to the account. To update a current bank account, please email and include the full legal name of the **previous signees and the new signees.**
2. Wait patiently for a letter from the CSO.
3. Submit it to your bank.



We recommend opening your Club's bank account with Scotiabank University District. Conveniently located on the west side of the main campus, Scotiabank University District has plenty of knowledge and experience working with SU Clubs.

*Scotiabank University District
4141 University Ave NW, Calgary
(403) 956-9950*

STORAGE

Lockers

The SU provides over 190 lockers of various sizes to clubs during the Fall and Winter semesters in the Clubs Areas. Applications will open late August.

Please note that bigger lockers (Full and Cage style) are scarce and will be allocated to SU Clubs, based on necessity (At the discretion of the Clubs Office).

Note!

- We DO NOT have storage space for items left in the lockers after April 30th. Leftover items will be donated or disposed.
- If your club is active in spring & summer, feel free to let us know! We'll set up a summer locker space for your club.

Trifold Storage

Club trifold storage is in the West Clubs Area and Clubs East. The CSO does their best to keep trifolds organized alphabetically, but this sometimes doesn't happen throughout the year! Your club can help by making sure to respect these spaces and keep them tidy.

PROMOTE YOUR CLUB

Clubs Week

Clubs Week happens **twice a year**. Once in the beginning of the Fall Semester and again in the beginning of the Winter Semester. It's a great opportunity to showcase your club, get new members, and recruit Jr Executives to ensure your club's longevity. Details are available on ClubHub at the beginning of each semester.

Reminders!

- SU Clubs can have 2 to 3 days allocated for a table, but here is no guarantee for us to fulfill all requests for tables.
- Please ensure to fill out the form on ClubHub completely so we can do our best to accommodate your club.
- If your club book a table for Clubs Week and do not set up by noon, that table space will be automatically given to a club on our waiting list.

Social Media

We love promoting your unique events to the University of Calgary student body! If your club has an upcoming event that is open to non-members, please feel free to tag us on social media and we'll be happy to share on the SU Clubs accounts.

If your club has a bigger event, or exciting campaign coming up, and would like to discuss further opportunities to engage with students on SU social media, please email us.

Posters & Banners

SU Clubs may hang posters and banners up around MacHall, as long as they are following the guidelines:

Posters in MacHall:

- Can only go on poster boards, **not on painted surfaces**.
- Can go on Clubs Area poster boards if the poster is for an SU Registered Club and/or and SU event; other posters may be allowed at the discretion of the CSO.
- Cannot cover other posters if the event hasn't happened yet.
- Cannot spam poster boards (one poster per space) and should stay inside the lines of poster boards (no tape/staples on edges or walls).
- Cannot be offensive; offensive materials will be removed.

Banners in MacHall:

- Must be approved by the CSO on a first come, first served basis; banners that are not approved may be removed without notice.
- Can only be posted in designated areas (staircase railings on the 3rd floor of MacEwan Student Centre).
- Must be hung with rope or zip ties (tape/glue is not allowed).
- Must be posted in designated areas no earlier than 14 days prior to the advertised event and removed no later than 24 hours after the event has taken place.
- Can be posted for a maximum of 14 days if the banners are awareness-based.
- Shall not exceed 24 sq. ft. in surface area with a length to width ratio not exceeding 3 to 1.

Refer to the [SU's Acceptable Display Policy](#) to ensure your poster or banner is appropriate to display. Refer to the [SU's Advertising and Signage Guidelines](#) for more details on designated advertising areas.

If your club would like to place advertising material outside of MacHall, please refer to the University's [Public Spaces use guidelines](#). The SU and UCalgary also have exclusivity agreements with Coca-Cola and Molson—no competing products may be brought to SU Club events.

Screens in MacHall

There are 10 “LOOP” TV screens throughout MacHall operated by SU. **SU Registered Clubs may request advertisement space for events that have been approved on ClubHub.**

- SU Clubs are eligible for up to two ads per semester (each ad may be displayed for up to two weeks).
- Requests must include a 1280 x 720 (landscape only, not portrait) image.
- Resolution must be at least 72 dpi.
- Ads may not include logos for outside commercial interests - these will be denied automatically.
- Use this ["The LOOP" TV Advertisement Form](#) to request free ad space for your upcoming club event!

There are another 10 screens in MacHall that are operated by NUTV. Check out the [NUTV Screen StyleGuide](#) to find out how to get your club ad on their network.

Display Case

The SU Clubs display case is available for SU Clubs who would like to set up a promotion for an event or campaign. The space is available from September to April, for a 5-day period (Monday to Friday) at a time and must be requested in advance. Please fill out the ["Display case request form"](#) on ClubHub to place a request and wait for confirmation with further instructions.

SU Registered Club Logo

Registered SU Clubs can use the logo to the right on their membership cards, printed t-shirts, club stickers, club documents, and anything else you can think of! Access the logo for free [here](#). Non-registered clubs may not use this logo.

RISKS & LIABILITY

The SU's General Liability insurance covers claims up to \$1 million with a deductible of \$2,500. Leaving out event details or not submitting event requests results in Frozen status.

Insurance

The SU Clubs office is pleased to provide subsidized insurance for SU registered clubs for their events. All clubs must fill out the form on ClubHub annually and have insurance with the SU, or privately. Some clubs require both, depending on their activities. If your club acquires private insurance for your club's work, please ensure the SU has a copy on file, with a valid expiry date. Clubs without insurance will not receive any event approvals or funding.

To access the SU's insurance, please fill out the corresponding form on ClubHub during the designated period in September. Payments may be made in-person at the Clubs Office and the CSO will provide information at the start of the school year on when and how this can be done.

If your club misses the deadline, they can use the following window period (based on the Clubs Calendar) to update their insurance status with the SU. Clubs who do have insurance, will not be approved for events or funding.

On-Campus/Virtual Events (\$20/Year Insurance)

There are a lot of free spaces available on campus for clubs to hold their events (check the next page for details), and insurance for holding events on-campus is provided at a very low rate. Your club will need to receive a booking contract to secure a space on campus—a ClubHub approval does not book you a space.

Off-Campus Events (\$30/Year Insurance)

Even if your club's event is off campus, you must submit an event request for it. Events at private residences will not be covered under the SU insurance policy, will not be approved on ClubHub, and should not be promoted as a "club" event.

Events With Alcohol (\$60/Year Insurance)

If your club is hosting an event where alcohol will be served, the correct insurance must be paid and at least **one executive or staff person at the event** must have their **Pro-Serve Certification** and be **present** and **sober** at the event.

The Pro-Serve Certification can be obtained from the [Alberta Gaming and Liquor Commission](#). Clubs are eligible to have the cost of Pro-Serve Certification covered for one club executive per academic year as part of the club's annual Food & Beverage Funding allotment.

Whether your event is held on-campus or off-campus, the University of Calgary [Alcohol Policy](#) rules and regulations apply. The Den, Black Lounge, Red Room, MCEC Conference Rooms, Last Defence Lounge, Red & White Club, and several other venues are covered under the University of Calgary's liquor license.

If the event is a private one (off-campus) where alcohol will be served, the club will also be asked to provide a Certificate of Insurance from the venue with some additional insureds listed on the certificate.

- Clubs may not use their insurance for purposes other than what is approved in your event approval. If found in violation, the Club will be put on Frozen Status, pending an investigation.
- If you'd like to upgrade your insurance to the next level up later in the year, please speak to the CSO.

Certificate of Insurance Additional Insureds:

- Name of the club
- The Students' Union, The University of Calgary, and the Board of Governors of the University of Calgary (2500 University Drive, NW, Calgary AB T2N 1N4)
- An event or fundraiser that promotes alcohol consumption as the primary activity or does not support the University of Calgary harm reduction and abstention initiatives, **will not be approved.**

Event Waivers

If your club event involves travel outside the city or potential physical risks, the CSO may create a waiver for your participants to sign before the event starts.

- Waiver administration procedures can be found [here](#).
- If your event is issued a Waiver, it is mandatory to have participants sign a **PHYSICAL copy**.
- Clubs can drop-off signed waivers to the Clubs Office (MSC 279B) during Office Hours, or scan and email copies of the completed waivers within 24 hours of the event.
- Clubs who do not bring their signed waivers to the SU Clubs Office in a prompt manner, may be put on Frozen Status.

AWARDS & SCHOLARSHIPS

Club Awards

The SU is proud to recognize excellence among clubs and club members for their outstanding contributions to the quality of student life on campus through Club Awards. Each year, these awards and the endowments are presented at the Club Awards event in April. Winners of Club Awards receive a \$250.00 prize.

Award Categories may include:

ADVOCACY	ALUMNI ENGAGEMENT	BEST NEW CLUB	CAMPUS PRIDE AWARD	COLLABORATION	COMMUNITY SERVICE	CLUB OF THE YEAR	EQUITY, DIVERSITY, & INCLUSION
FIRST YEAR ENGAGEMENT	INNOVATION	LEADERSHIP	L.O.V.E.	QUALITY OF EDUCATION	SUSTAINABILITY	STUDENT LIFE	

Eric Lahoda

Created in 2008 to honour former student and dedicated club executive Eric Lahoda, this scholarship is made possible through the [SU's Quality Money Program](#).

Eric Lahoda Scholarship Criteria:

- Must be a returning full-time UCalgary student in good academic standing (GPA of 2.0 or higher).
- Have completed at least one year of full-time study at UCalgary at the time of application.
- Have previously participated in an SU Club for at least one semester.
- Made innovative, lasting, unique, or otherwise positive contributions to student life through their club.

Applications are available on ClubHub in the Winter term. Winners are chosen by the Programs and Services Committee and recognized at the Club Awards event in April. Ten awards are given, valued at \$1,000.00 each. For more information, check out the [Clubs Website](#)

Outstanding Jr Executive Award

The Outstanding Jr Executive Award reflects the Students' Unions dedication to encourage and celebrate the longevity of clubs. This award recognizes Junior Executives that have made significant impacts within the duration of their role, beyond day-to-day club operations. The Outstanding Jr. Executive Award is complementary to the L.O.V.E award, as it inspires a sense of longevity and leadership produced by a Jr. Executive. The winner receives a \$250.00 award.

Club Awards Event

Club Awards and scholarships are presented at the Club Awards event every year in early April. RSVPs for the banquet open near the end of March each year. Check out ClubHub for specific dates and details.

ADDITIONAL RESOURCES

Pop Allocation & Popcorn machine

Did you know you can request up to 48 cans of pop a semester at no-cost to you, and cheap popcorn? Stay tuned to Club Hub and your email for more information on accessing these resources! Rental for the popcorn machine is \$25.00 and \$4.00 per kernel bag.

Jr Exec Program

Dozens of successful clubs already have Jr Execs. The Junior Executive Program encourages clubs to recruit interested first year (or any other year) students as “executives in training”. These team members will be trained by current execs and become invested in your club to potentially become a full executive once they’re (and you’re) ready. Not sure where to get started? Check out the [ClubHub 201: Jr. Executive Program learning module](#) for information on how to start your Junior Executive experience.

By participating in the Junior Executive Program, your Jr. Executive will be eligible for the Outstanding Jr Executive Award and your club will be eligible for the L.O.V.E. (Longevity, Ongoing Vitality & Engagement) Club Award.

Club mail

The Clubs office has mail folders available for clubs who opt-in for this service in the beginning of the semester. This service is handy if you receive mail regularly and need to provide a stable address to a third-party.

If your club hasn’t opted in by emailing us, we will email your club and hold the mails for 60 days. After 60 days without a response, we will return your mails to the sender.

REMEMBER! Your Club can support sustainability initiatives on campus, by opting for paperless bank statements and newsletters and directing them to your Clubs email address instead. This also helps you avoid having to pick up your mail from us and potentially forgetting about it!

More On-Campus Resources

The University of Calgary has many other resources that could potentially be useful to your Club. Speak to your Executives and consider signing up for workshops as a team or requesting information from valuable partners on campus. Also, keep your eyes on the Clubs Newsletter for new opportunities to learn, engage and grow your club!

Resources include:

- Check out [Leadership on Demand](#) for leadership opportunities.
- Engage with your [Alumni](#).
- Join a club alliance such as the [Sustainability Clubs Alliance](#).
- Complete your [Bystander Intervention Training](#), or other training through the Conduct Office.
- Request services from a medical team for your club event through the [Student Medical Response](#).
- Take a workshop or access resources for your club through [Wellness Services](#).

- Contact the [EDI office](#) for information and workshops about inclusivity, creating a culture of equity and supporting diversity on campus through Anti-Racism training.

Questions about these resources? [Email your CSO!](#)

POLICIES & APPENDICES

CLUB MEMBER CONDUCT

Appendix B defines discrimination and harassment and sets expectations for respectful, diverse, and safe spaces. In addition to abiding by policies and expectations for club members, all students are also required to follow the [University's policies](#), including the [Student Non-Academic Misconduct Policy](#), [Harassment Policy](#), and the [Sexual and Gender-Based Violence Policy](#). Club Executives and the SU are not responsible for the enforcement of these policies but can provide support and referrals where appropriate for individuals who have concerns.

If you have a concern related to a club member's behaviour, or believe they have violated the requirements outlined in this manual, talk to a club executive or the CSO.

- If a concern involves sexual violence, gender-based violence, students can access the University's [Sexual and Gender-Based Violence Prevention and Response Office](#) for support and more information on reporting options.
- If a student would like to report a violation of the University's policies, they can do so on the Student Conduct Office's website (or email conduct@ucalgary.ca).
- If a concern involves a risk of harm to self or others, please alert the University's Student At Risk team, by emailing sar@ucalgary.ca.

Executives must inform the CSO if a club member reports misconduct.

There are certain tips that the Clubs Office would like to share that may help immediately resolve issues, or prevent them from continuing/escalating:

- If you see concerning behaviour in person or online, intervene (while being mindful of your own safety and wellbeing). Check in on individuals who may have been negatively impacted.
- Keep a record of any concerning incidents. This could include taking screenshots, or noting who else was around. Write down details.
- If you feel comfortable doing so, communicate your concerns to the offending party. Tell them the behaviour is not acceptable and ask that it stop. This can be done in person or in writing. Save copies of any communication you send or receive related to the concern.
- **Contact the Coordinator, Student Organizations** (clubsoff@ucalgary.ca or 403-220-2233). They will help direct you to the appropriate resource.
- Clubs should not mediate or adjudicate serious conflicts on their own. Get support from relevant staff like the CSO, who can provide guidance, advice, and appropriate referrals to other offices.

It is the club executive's responsibility to ensure that all club members (student and non-student) are aware of policies and expectations for their behaviour as students and club members. If, at any point, a member is the subject of a complaint

under one of these policies, the Student Conduct Office and the Clubs Office may recommend that their attendance at club meetings or events may be restricted (or other measures as appropriate) until the matter is resolved.

We recommend all Clubs take a proactive approach to creating a safe and welcoming community for all its members and students in general. Executives can connect with the CSO to get suggestions, which may include ensuring that your Club members share ideas for how they can work well together, take a short workshop together on creating an inclusive space, or conflict management, or review relevant resources and debrief them during club meetings at the start of each year. Everyone benefits from setting expectations early. Time taken to do this work can prevent problems in the future, and support your club to smoothly handle an issue, if one arises. The Student Conduct Office has a variety of workshops and short [online resources](#) on topics like conflict management, bystander intervention, and setting expectations.

During SU Elections, candidates and campaign groups often solicit endorsement of their campaign from club members and club executives. It is not a recommended practice for SU Registered Clubs to issue endorsements to candidates and campaign groups. However, where Registered Clubs desire to issue endorsements during SU Elections, they must adopt the following best practices:

- Endorsements must be issued in accordance with the Registered Club's governing documents;
- Verbal or written endorsements must be authorised by Registered Clubs' executives;
- Campaign messages and materials of candidates and campaign groups must be circulated through the Registered Clubs' executives to club members;
- Candidates or members of campaign groups who are also members or club executives of a Registered Club must abstain from participating in any decision-making process to approve or reject endorsement requests during the SU Elections they are partaking in;
- Registered Clubs must not insult, attack, harass, bully, threaten, or demean other candidates or campaign groups running against their preferred candidates and campaign groups during SU Elections; and
- Registered Clubs' campaign activities during SU Elections must abide by University's Conduct policies and SU's policies.

APPENDIX A: REGISTERED CLUB AGREEMENT

As a Club Executive for an SU Registered Student Organization, I the undersigned, confirm that I have fully read and understood the Students' Union's Clubs Committee Terms of Reference, the Student Organization Registration Procedure, and Clubs Manual in their entirety. In accordance with these policies and procedures, our club agrees to:

1. Maintain a minimum of 20 members, at least two-thirds of whom are current undergraduate students enrolled at the University of Calgary.
2. Operate according to a complete and properly ratified governing document (i.e., a constitution or bylaws) as submitted to the SU.
3. Submit a current version of the club's governing document within two weeks of any amendments.
4. Have a Club Executive that is designated responsibility for ensuring compliance with SU and University of Calgary policies and procedures. The club agrees to designate at least four members as a Club Executive, all of whom must be current undergraduate students enrolled at the University of Calgary.
5. Submit a properly completed Annual Report to the SU by the deadline in May.
6. Abide by all requirements established in SU policies and procedures at all times.
7. Abide by University of Calgary policies and procedures, as well as federal, provincial, and municipal legislation.
8. Have two representatives complete the online ClubHub 101 training sessions each year, before it may access SU funding, services, and other benefits.
9. Submit an insurance fee form and pay the prescribed insurance fee according to deadlines established by the Coordinator, Student Organizations.
10. Obtain, at its own expense, additional insurance for its off-campus events as required by the SU.
11. Pay for all goods and services provided by the SU within the prescribed time period.
12. Submit event proposal forms in a timely manner and according to any deadlines established by the Coordinator, Student Organizations.
13. Collect and submit waivers and risk assessments when notified by the SU of a requirement to do so.
14. Ensuring that a minimum of one Club Executive complete ProServe training in advance of any club events that may involve alcohol, where a staff member with certification is not present at the venue.
15. Pay for repairs or replacement of SU or university property, for any of its members are responsible for damage, either through willful action or negligence.
16. Be responsible for the maintenance and security of the club internet (email) account and the club space, including all property, real and personal, assigned by the SU.
17. Fulfill transition requirements when a new Club Executive is elected. These transition requirements include but are not limited to:
 - Awareness of SU policies and procedures, transferring of ClubHub accounts, and transferring custodianship of club records and materials including office and mailbox keys, locker combination, passwords and email accounts, etc.

The club understands that failure to comply with any of the above terms of registration may result in the suspension of the club's access to funding, services and other benefits offered by the SU.

The club understands and agrees that the SU may grant Frozen, or Inactive Status. The club agrees to comply with conditions established by the Coordinator, Student Organizations for continued registration with the SU. At the sole discretion of the SU, the Coordinator, Student Organizations has the right to immediately suspend the club's access to

funding, services, and other benefits if the terms of registration are violated.

The club understands and agrees that the SU Students' Legislative Council (SLC), Clubs Committee, other SU committees, the Review Board, or the Tribunal may make decisions or determinations at any time without notice that may impact the club's status with the SU or the club's ability to access funding and services offered by the SU. The club agrees to abide by and comply with any decision or determination.

The club understands and agrees that any funding and services made available to student organizations is subject to the availability of funds, equipment, or space as provided for in the SU's annual budget and other Union Policy. Annual allocations for funding and services for student organizations is based on the club year (May 1 to April 30) and is subject to operational procedures and administrative processes such as deadlines and application requirements.

APPENDIX B: DIVERSITY, EQUITY, AND SAFE SPACES

The Students' Union values all students and is committed to providing them with a positive environment for all aspects of the student experience, including club participation. Discrimination and harassment are prohibited by law and by university policy and will not be tolerated. Any behaviour that threatens a fellow club member's dignity and worth is unacceptable. It is everyone's responsibility not to harass others and contribute to a harmonious atmosphere in the clubs area.

Discrimination

Whether intentional or unintentional, discrimination is unfair, differential treatment of individuals and groups based on prejudice, stereotypes, ignorance, and fear, for which there is no bona fide or reasonable justification, and which imposes burdens, obligations, or disadvantages on individuals or groups. All clubs must acknowledge the following membership disclaimer:

You may not restrict membership based on a group characteristic such as age, ancestry, colour, family status, marital status, physical or mental ability, place of origin, political belief, race, ethnicity, religion, sex, gender identity or expression, or sexual or romantic orientation, unless it can be proven to the reasonable satisfaction of the Programs and Services Committee that the membership restriction is intended to protect members of a group who share the same protected characteristics.

Harassment

Harassment is a form of discrimination which involves unsolicited and unwelcome attention from a person who knows or reasonably ought to know that such behaviour is unwelcome. Such unwelcome comment or conduct is intimidating, threatening, demeaning, or abusive and may be accompanied by direct or implied threats to grades, status or job. Harassment has the impact of effect of creating a hostile or poisoned work or study environment and limits individuals in their pursuit of education, research or work goals. Harassment can be discriminatory, sexual or personal in nature.

Consistent with the Alberta Human Rights, Citizenship and Multiculturalism Act, the University of Calgary prohibits discrimination and harassment on the following grounds: race, religious beliefs (including native spirituality), colour, gender, gender expression, physical or mental disability, age, marital status, family status, ancestry, place of origin, source of income, sexual orientation or political beliefs.

APPENDIX C: MSC ROOM AND PUBLIC SPACE BOOKING CONDITIONS

1. All food consumed in the MacEwan Conference and Events Centre must be purchased from their catering service. Outside food cannot be consumed in any of the meeting rooms booked through the SU (pre-packaged snacks are permitted by the CSO's discretion). The only exception to this rule is if your event is closed to the public (i.e., for club members only). If you are planning on ordering or bringing food into your room booking, you must notify the CSO. You must also follow all health and safety regulations outlined at su.ucalgary.ca/sufoodhandling. Your club is responsible for clean-up. Failure to do so may result in extra costs. No food or drinks are permitted in the North or South Courtyards.
2. Under no circumstances may outside alcohol be consumed in the MacEwan Conference and Events Centre. Bar service is available from MCEC catering (no discount). All club insurance and Pro-Serve/ASIP requirements must be complete and your event must be in accord with the [University Of Calgary Use Of Alcohol Policy](#).
3. To receive the space booking benefit, the club must be the primary organizer of the event and two-thirds of participants must be club members. Clubs are not permitted to sublet their meeting space or discounts to other groups. Space booking privileges will be suspended for violation of this rule and Clubs will be placed on Frozen Status.
4. All space bookings are subject to availability and may change without notice. The MacEwan Conference and Events Centre reserves the right to alter bookings at any point prior to 3 business days in advance of the event. If this should happen, the club will be contacted, and every effort will be made to locate another space that conforms to the specific needs of the booking. Should the MacEwan Conference and Events Centre wish to move a club booking less than 3 business days in advance of the event, they must consult with the club representative and attempt to negotiate an acceptable alternative. If no solution acceptable to both parties is reached during these negotiations, the original club booking must be honoured.
5. Clubs are responsible for ensuring that noise generated by their events does not disturb other students or the businesses and departments housing MSC. The SU reserves the right to terminate an event after reasonable warned related to noise.
6. The SU reserves the right to request a deposit on any club booking. Failure to pay the deposit will result in the cancellation of the event.
7. Standard room set-ups are included in the room booking. Labour charges for the physical set-up of the room may be added to a booking if there are unusual circumstances (i.e., quick turnaround requirements or excessive labour needs due to extensive set-up). Costs associated with the excessive cleaning or repair of rooms and equipment are the responsibility of the club.
8. All club events must be paid for in full 5 business days before the event date, or the event will be cancelled. The club will be refunded any overages after the event has finished. Any clubs with outstanding debts to the SU will have their privileges suspended and may lose their registered status with the SU.
9. A minimum of 3 business days' notice must be given for a cancellation and you MUST email clubsoff@ucalgary.ca for any cancellations. Not showing up within 60 minutes after the start time of your booking will be treated as a cancellation. Failure to adhere to the cancellation policy will result in a cancellation fee of \$100.00+GST. This fee must be paid to MCEC prior to booking privileges being restored.
10. If your event involves showing a movie you are responsible for abiding by copyright laws. Contact the university's [copyright office](#) at 403-220-3721 to make arrangements for obtaining copyright permission for the showing. You must be able to provide the CSO with proof that you have obtained permission to show the movie upon request. If your event involves showing a movie you are responsible for abiding by copyright laws. The Students' Union is able to extend the use of Criterion's Public Performance License to SU registered clubs, however you are responsible for ensuring that the movie is covered through Criterion and for the purchase or rental of the movie. Please go to <http://www.criterionpic.com/> to find a list of movies covered with Criterion.

If the movie you are showing is NOT a movie covered through Criterion, you will need to contact the university's copyright office at 403-220-3721 to make arrangements for obtaining copyright permission for the showing.

APPENDIX D: MSC TABLE BOOKING CONDITIONS

1. Clubs may not sublet their table booking privileges to another group. Table booking privileges will be suspended if this rule is violated.
2. When using a table booking, stay within one meter of your table. Approaching people walking by is not permitted, nor is leaving printed materials anywhere other than your table.
3. The SU reserves the right to limit table bookings to a maximum of five in any one-week period for any one club.
4. All club table bookings must be paid in full in advance.
5. The SU reserves the right to refuse anyone promoting information of a controversial nature. Materials must be reviewed prior to the first reservation date.
6. Vendors must conform to all requirements specified by law and are responsible for the purchase of any operating licenses required. Selling trademark goods or knock-off brand names is permitted only with express written consent of the trademark or brand name holder.
7. No food of any kind is permitted at tables in MacHall. This includes self-prepared foods such as baked goods, candy, energy drinks, pop, etc. Selected tables are available through the University of Calgary's Conference and Events Management for bake sales (see: [Accommodation and Events | Ancillary Services | University of Calgary \(ucalgary.ca\)](#))
8. The club must adhere to provincial and municipal laws regarding the sale of raffle tickets and other forms of gambling.
9. Clubs must adhere to the SU's exclusivity agreements.

APPENDIX E: CLUB LOCKER TERMS AND CONDITIONS

Cages:

Due to the high demand for, and limited availability of, larger storage spaces, the CSO may reassign the locker and provide alternate locker space to the Club if:

- The Club fails to accurately disclose or in any way misrepresents the items they intend to store in the locker;
- The Club fails to take possession of the locker within one month of the beginning of the Rental Period;
- The Club does not appear to require the use of the entire locker space; or,
- The Club fails to respond to inquiries regarding the use of the entire space.

General Conditions:

- Completion of the locker request form does not guarantee the Club will receive locker space.
- Locker availability is first-come, first served. Every effort will be made to meet the needs of the Club within the limitations of existing SU resources.
- Clubs are limited to one locker per Locker Rental Period.
- Once a locker has been assigned and the combination released by the Coordinator, Student Organizations (CSO) to a representative of the club, no changes in locker location will be permitted.
- Lockers will be rented only for the Locker Rental Period (Fall / Winter semesters). Locker Tenants may only occupy lockers outside of this period by special permission of the CSO, and only if they can demonstrate that they are active on-campus during this session. Any club granted special permission that fails to remain active on-campus during the summer will have future requests for special permission denied.
- The CSO may perform random locker checks.
- Lost or forgotten combinations will be available at the SU Clubs Office (MSC 279B).

Theft and Vandalism:

- All Locker Tenants are solely responsible for the safety and security of property stored within their locker.
- The SU is not responsible for lost or stolen items at any time during or after the rental period.
- Any acts of vandalism, including stickers, damage, or graffiti, will be reported to the CSO and Campus Security immediately.
- The SU reserves the right to impose financial penalties, along with the suspension of Club funding and services, on Locker Tenants that willfully inflict or cause damage to any locker or club space.

Missing Locks:

- After the rental period, any missing locks will be reported to the SU Clubs Office.
- The Locker Tenant will be invoiced a \$20.00 fee by the SU towards the cost of a new lock.
- The SU reserves the right to suspend any and all Club funding and services until this fee is paid.

Locker Clean Out:

- All belongings must be removed by the Locker Tenant before the end of the rental period, unless the Locker Tenant has been granted explicit permission by the CSO to extend their locker rental. Any contents left in lockers after the clean out date will be considered property of the SU and shall be disposed of. After the rental period, the SU is not responsible for items left in the lockers.

APPENDIX F: COMMON CLUB TERMS AND DEFINITIONS

Active status means the status assigned to Registered Clubs who are in compliance with the requirements of the [SU Registered Clubs Policy](#), [SU Registered Club Funding and Services Procedure](#) and the SU Registered [Clubs Manual](#).

Annual Report refers to an annual submission in which a Student Organization acknowledges that it was active in the past year and continues to meet SU Student Organization registration criteria.

Club Executive refers to the officers or members that compose the primary decision-making body of a Student Organization.

ClubHub refers to the [online portal](#) used by the Clubs Office and Student Organizations to administer clubs, including for registration, events submissions, funding requests, and more. ClubHub uses a platform called Engage, which is administered by [Campus Labs](#)[®].

Club Year refers to the year beginning May 1 and ending April 30.

Frozen Status, means the status assigned to Registered Clubs who are given a remedial window of a minimum of 30 days to rectify their non-compliance with any requirement of SU Registered Clubs Policy, SU Registered Club Funding and Services Procedure, and the SU Registered Clubs Manual.

Greek Letter Organization refers to a Student Organization that is also a member of either the North American Interfraternity Conference or the National Panhellenic Conference.

Governing Document refers to a Student Organization's constitution or bylaws, which establish the purpose of the Student Organization and the rules that govern its affairs.

Locked Status means the status assigned to Registered Clubs that lose their registered status for failure to rectify their Frozen status within the allotted timeline.

MCEC or MacEwan Conference and Events Centre refers to the division of the Students' Union which operates the various conference rooms throughout MacHall, including the Executive Council Chambers, That Empty Space, the Ballroom, concert hall, and meeting rooms on the 2nd floor. MCEC also operates a catering service and provides many free or discounted equipment and audio/visual (A/V) offerings for clubs.

Registered Club means a Club that has registered with the SU through the proper process and maintains an Active status.