

STUDENT COMMONS -EVENTS SERVICES GUIDELINES & BOOKING INFORMATION-

2022

GUIDELINES FOR SPACE RESERVATIONS & EVENTS

This information provides an understanding of the event guidelines followed at the Student Commons. We want to maintain a safe and welcoming space for everyone in our community. It gives a good overview of how we operate and event participant & guest requirements.

The Student Commons offers services and facilities to accommodate meetings, conferences, and various events. Events may include but are not limited to lectures, movies, concerts, comedy shows, luncheons, and banquets.

The main accessible entrance is located on Huron Street, on the west side of the Student Commons, just north of College. Another accessible entrance is on the east side of the building via a laneway. Every floor is accessible via an elevator.

The front entrance to the building, at 230 College Street, is not used as the main entrance as a flight of stairs impedes access, and it is used as an exit or fob access entrance for UTSU staff when needed.

Due to certain factors (size of the event, off-campus attendees, multiple breakout rooms, numerous performances, VIPs, etc.) of an event or conference, the Student Commons may require a staff member to be on-site to assist, monitor and manage Student Commons resources and safety protocols.

BOOKING ELIGIBILITY AND AVAILABILITY FOR DIFFERENT GROUPS

Meeting rooms can accommodate groups of varying sizes with seating arrangements and spaces to support catering services. A/V services, internet, telephone access, and particular room setups are available. Please contact the Student Commons Events Manager (sc.eventsmanager@utsu.ca) for additional information.

Student Organizations:

Any student club or organization that UTSU has recognized.

Non-affiliated: An outside group or organization that does not have a recognized relationship with the UTSU. Non-affiliated groups will be required to contact UofT Campus Events.

There are fees to open the Student Commons on a day when it is typically closed. Prices can vary based on services required (catering, security, caretaking and AV), room requested, date requested, and time of year. The amount will be determined at room booking through Campus Events UofT.

Due to Covid restrictions, spaces and capabilities are limited.

PROCESS TO REQUEST A SPACE

PRIORITY BOOKING

1. The Student Commons Primary Purpose will always prioritize Campus Events UofT, and The UTSU assigns primary Purposes for its core operations. Some Student Common spaces are not available for bookings: for instance, employee offices.

- a. The following sections list the order of priority that applies to Primary Purpose and Secondary Purpose bookings. Not all Student Common Spaces will be available for every purpose listed in these sections.

1. PRIORITY ACCESS

UTSU and any registered student organization with a program that supports the Student Commons' mission and supports UTSU members will receive priority booking in the Student Commons. Conditional black-out booking times will apply.

Once all Priority Access requests have been processed, Student Commons Events Management will accept requests from registered student clubs for weekly meetings and special events for a specified period.

Student groups will be allowed three events per semester, Fall and Spring; this does not include meetings. This is subject to the availability and operation times of the Student Commons.

2. SECONDARY ACCESS

Secondary access will only be considered if they do not conflict with the Student Commons' primary purpose and missions. For example, suppose the space booked under Secondary Access is needed for a Priority Access purpose. In that case, the UTSU may cancel the Secondary Access at its discretion with at least five working days' notice.

Schedule E- BOOKING FEES

EXTERNAL RATES FOR ROOM RESERVATION

External rates are charged to groups that the University of Toronto and UTSU do not recognize. The rates are based on a case by case for each event and service needed. Please contact bookings@utsu.ca.

INTERNAL RATES FOR ROOM RESERVATION

Internal rates are charged to groups formally recognized by the University of Toronto and UTSU. The following rates are per hour. For more information, please contact bookings@utsu.ca.

UTSU Recognized groups and student society would receive a discount of 50% of the final room booking rate. It does not include AV and cleaning services for events.

PREFERRED CATERING

The Student Commons food vendors have been carefully selected to commit to the environment in mind and hold a similar commitment to the Student Commons' values and mission.

Campus Events will only recommend the caterers on the approved list. If clients request an alternative caterer to the approved list, a fee will be applied to the booking.

Caterers NOT licensed in the Student Commons shall pay the annual fee of \$100 along with a per-event fee of \$75, along with the execution of the booking agreement signed with Campus Events. This is for catering events at the Student Commons and the use of kitchen equipment.

The Student Commons list of caterers who have entered into our preferred vendor's agreement. Campus Events shall provide this list to all persons scheduling any event for which catering.

Example of PRIORITY ACCESS

UTSU and any registered student organization with a program that supports the Student Commons' mission and supports UTSU members will receive priority booking in the Student Commons. Conditional black-out booking times will apply.

Once all Priority Access requests have been processed, Event Management will accept requests from registered student clubs for weekly meetings and special events for a specified period.

Priority Access and blackout dates and times:

The Student Commons will release dates in the priority access to the groups listed below. Dates for the year will be released to UTSU from August 1 to September 15. After that date, UTSU recognized groups recognized by Student life—followed week by week for the remaining groups.

- UTSU University of Toronto Student Union.
- Service Groups.
- Student Commons Sublease Organizations (example, RBC and Student Care).
- Student Life Student Life also recognizes UTSU Recognized Student Groups Recognized groups.
- Campus Departments.
- Toronto Community.
- Film and production.

SECONDARY ACCESS

They will only be considered if they do not conflict with the Student Commons' primary purpose and missions. For example, the space booked under Secondary Access is needed for a Priority Access purpose. In that case, the UTSU may cancel the Secondary Access at its discretion with at least five working days' notice.

PREFERRED CATERING

The Student Commons food vendors have been carefully selected to commit to the environment in mind and hold a similar commitment to the Student Commons' values and mission.

Campus Events will only recommend the caters on the approved list. If clients request an alternative caterer to the approved list, a fee will be applied to the booking.

Caterers NOT licensed in the Student Commons shall pay the annual fee of \$100 along with a per-event fee of \$75, along with the execution of the booking agreement signed with Campus Events. This is for catering events at the Student Commons and the use of kitchen equipment.

The Student Commons list of caterers who have entered into our preferred vendor's agreement. Campus Events shall provide this list to all persons scheduling any event for catering.

GENERAL GUIDELINES

All reservations are not confirmed until detailed information has been submitted and accepted. Event details must be finalized five days in advance to ensure proper service preparation. Once this passes, the customer is responsible for all services, facility usage, and equipment outlined in the final reservation confirmation. One person must be designated as the group's contact.

Reservation start times for events in the Student Commons can be no earlier than thirty (30) minutes after the posted building opening hours, including any time needed for A/V soundcheck, customer setup time, and registration time. All reservations must end thirty (30) minutes before the scheduled closing time for the Student Commons. Any exceptions to this policy will incur an extended hours fee.

ACCESSIBILITY AT EVENTS

The University of Toronto Students' Union has a responsibility to represent all of our members and make it possible for all students on campus, especially those with disabilities, to attend events and engage with student services to the greatest extent possible, fulfilling requirements under the *Accessibility for Ontarians with Disabilities Act, 2005*.

UTSU is committed to providing equal access and full participation for individuals with disabilities within all programs and activities. An accessibility statement giving participants with disabilities an opportunity to request accommodation should be provided on the event publicity material, both printed and digital.

UTSU may assist in arranging ASL interpretation, live captioning (sometimes called CART or Communications Access Real-time Translation), and consultation services upon request. The organization holding the event is responsible for charges related to ASL and CART.

ALCOHOL AND RESTRICTED SUBSTANCES

The Student Commons has a legal obligation to manage alcohol use consistent with the University of Toronto's Alcohol Policy and its liquor permits or licences. Other applicable legislation for the safety of individuals and protection of the Student Commons from liability concerning alcohol-related incidents will be followed.

Special events held at the Student Commons must adhere to the University of Toronto St. George Campus Alcohol Policy: [U of T Alcohol Policy](#).

Outside of special events, alcohol may be consumed only in enclosed, private spaces such as offices and not in Student Commons spaces open to the public. Alcohol shall never be served to any person under the legal drinking age and shall never be served to an intoxicated individual.

Restricted substances are strictly prohibited from the building unless an individual has a prescription or other legal documentation permitting them to be in possession. Please see schedules I - VI of Canada's Controlled Drugs and Substances Act for a complete list of restricted substances:

<http://laws-lois.justice.gc.ca/eng/acts/C-38.8/FullText.html>.

ANIMALS

Animals are only permitted in the Student Commons in the following: cases

- Service animals who accompany persons with disabilities.
- Exceptions are assessed on a case-by-case basis. In the case of activities or events that may include animals, we should give sufficient notice to ensure those affected can make

arrangements. Persons bringing animals on campus will be held responsible for damage caused by them, and animals that disrupt core operations will be removed from the Student Commons.

AUDIO AND VISUAL (A/V) EQUIPMENT AND SUPPORT

A/V equipment is available for rent in meeting rooms, event spaces in the building, and outdoor spaces. Requests for A/V equipment must be submitted with the original space booking. If Student Commons equipment is lost or damaged, charges for replacement or repair will be billed to the sponsoring organization or department.

Customers may bring their equipment; however, any setup and running of the equipment is the sole responsibility of the person providing the equipment, not the Student Commons. All cables must be gaffer-taped down for safety. Customers are encouraged to review their AV options before their event through an office visit.

Can Resource Bank equipment be used for events?

BEHAVIOURAL EXPECTATIONS & SANCTIONS

The UTSU community and guests shall respect the rights of others and display acceptable and appropriate behaviour while participating in events and activities. The Student Commons reserves the right to refuse access, services, or remove any individual(s) or group(s) whose behaviour violates UTSU or University Policy. Also, the host group sponsoring the event or activity will be held responsible for the conduct of the individuals attending the event. Inappropriate behaviour includes but is not limited to the following:

1. Failing to follow directions of Staff and Public Safety Officials.
2. Harassing or soliciting other patrons of the building.
3. Providing false or withholding important information to event staff.
4. Failure to abide by all existing contracts.
5. Using space without authorization.
6. Posing an unreasonable risk to the health or safety of others.
7. Exceeding room capacities.
8. Using open flame or flammable liquids.
9. Use of weapons.
10. Smoking or vaping.
11. Unauthorized use of alcohol at an event.
12. Fronting - reserving a space on behalf of another organization.
13. Unauthorized use of audiovisual equipment.
14. Violation of the No Show or Cancellation Policy.
15. Damage or destruction of property.

UTSU management will take appropriate action against disruptive and destructive behaviour.

The following sanctions may be applied and are based on the severity of the negative behaviour:

1. An individual may be removed from an event.
2. The UTSU may cancel an event without notice.
3. Future reservations may be suspended until the group or individual has met with UTSU to discuss their behaviour.
4. Identified corrective actions may be assigned to the group or individual.
5. Groups or individuals lose reservation privileges for a semester.
6. Groups or individuals lose reservation privileges for the academic year.
7. Events will no longer be allowed by that individual or group at the Student Commons.
8. Groups or individuals lose privileges permanently.

CANCELLATION, LATE CANCELATION & NO-SHOW POLICY

Event Services must notify any reservation or service order cancellation through a reservation cancellation form, and the form must be submitted no later than 24 hours in advance. A group that fails to cancel a facility/service order within the required period will remain responsible for all fees associated with using the facility (e.g. technical equipment, staffing, etc.).

A Service Group or Student Club that fails to use the reserved space and does not cancel the reservation on two occasions during a single semester will be put on probation. Three 'No Shows' will result in the loss of the ability to reserve space through Event Services for the rest of the academic year.

DECOR

- All materials used must be fireproof or fire retardant.
- Glitter and confetti are restricted.
- All decorations must be hung with painter's tape only.
- No decorations may be placed in hallways, aisles, stairwells, or exit routes.
- All exits must be free of decor/barricades.
- Exit signs, fire extinguishers, smoke detectors, fire pull alarms, and emergency lights cannot be decorated, covered, or obstructed.

EMERGENCY RESPONSE

When medical emergencies occur, call 9-1-1.

Campus Safty UTSG - Urgent Line 416-978-2222

Campus Safty - General Line 416-978-2323

Community Safety Office 416-978-1485

EVACUATION POINT

The Predetermined Evacuation Point for the Student Commons is **222 College Street** (In front of the Fields Institute, east of the Student Commons).

EVACUATION - PERSONS REQUIRING ASSISTANCE

Those individuals requiring special assistance and located on the main/ground floor should exit immediately.

If above or below the ground floor, the following actions should be taken:

- Contact the Campus Police at 416-978-2222 from a mobile phone or landline.
- Inform the Dispatcher of mobility impairment and indicate the exact location, including floor/ room number and a phone number for contact.
- All pertinent information should be relayed to emergency response personnel.
- If conditions change, the dispatcher or response team should be updated.

FIRE PREVENTION

The Student Commons abides by all Fire Codes, and it works in conjunction with the University of Toronto Fire Prevention Officers for all events. Eliminating electrical hazards helps reduce fire risk during events, and the following checklist will help identify and eliminate electrical fire hazards.

- Power cords are in good condition (no fraying, corroded connections).
- Power bars are plugged directly into a wall receptacle.

- Power bars and extension cords are equipped with proof of UL or CSA approval.
- Power cords are kept away from potential water and heat sources.
- Power wiring is protected from damage and does not pose a trip hazard.

Contact UofT Fire Prevention Services at 416-978-0950 with any issues or concerns regarding fire prevention at events.

For more information about U of T fire prevention, please visit:
<http://www.fs.utoronto.ca/main-property-management/fire-prevention/>

FIRE ALARMS & RESPONSE

In case of fire, pull the nearest fire alarm to send a signal indicating the location of the fire to the Emergency Control Centre on campus. 911 dispatch may be notified, and U of T Fire Prevention will be dispatched to the scene.

When a fire alarm sounds:

- Leave the building quickly (unless a test has been announced). Close doors for rooms and leave them unlocked.
- Exit using the stairs. DO NOT use elevators.
- Proceed directly to the Predesignated Evacuation Area. Upon exiting the building, wait for further instructions from the Director of Operations or the “All Clear” from Emergency Personnel.

A First Aid station is available at the Student Commons, fully accessible to staff and guests. The First Aid kit complies with Regulation 1101, under Section 3 of the Workplace Safety and Insurance Act.

Automated External Defibrillator Devices (AED) are stored in central locations accessible to all building occupants at all hours. AEDs are inspected and maintained at least once a year to replace expiring pads, test batteries and ensure otherwise accessible and in good working order.

FOOD GUIDELINES (GENERAL)

Food consumed during events in the Student Commons falls into one (1) of the following categories: food for public events or food for private events. A public event is defined as an event open to the broad student population, UTSU community, and potential guests. A private event consists of the group’s members only or by invitation only (e.g., a student organization meeting for which there has been no advertising).

Adherence to food safety guidelines is required to reduce the risk of food-borne illnesses and ensure safe food handling on campus.

Any organization wishing to sell or serve food to the public must complete an application for a food permit available through Event Services. Requests submitted with less than two (2) weeks’ notice will be charged a late fee and may not be approved. The permit must be visible during the event. All off-campus caterers/restaurants/food trucks must have a valid food license or permit. Also, the caterer must provide an approved Certificate of Liability Insurance. Food-eating contests are prohibited due to health and safety concerns.

Groups or caterers wishing to reserve the kitchen to prepare food for an event must indicate this in their initial application to serve food. Event Services will review the application and set up a meeting with the group to discuss the event details. The use of the kitchen facilities is subject to availability and deposit payment.

FUNDRAISING AND TABLING IN THE STUDENT COMMONS

Student groups may reserve space for a sale or fundraising activity with Event Services by emailing events@utsu.ca.

There are tabling locations within the Student Commons for groups to use for informational purposes, concessions, etc. The space for each table location is limited to one six-foot skirted table and two chairs (provided by the Student Commons).

The purpose and intent of canvassing in the Student Commons are to create a marketplace of ideas and diverse thoughts. Canvassing in the Student Commons is the initiation of direct contact with individuals for the following purposes:

1. Identifying support for a campaign or campaign candidate
2. Educating on community initiatives or concerns
3. Obtaining signatures for petitions
4. Creating issue visibility and awareness
5. Distributing public health announcements
6. Other purposes identified as approved by the Student Commons
7. Canvassing does not include an option to solicit money or sell any commodity. Canvassing does not include activities to promote a meeting, event, or program or for survey solicitation.

INAPPROPRIATE USE OF SPACE

No event will be permitted on Student Commons property that is unlawful, disrupts academic activities, or other UTSU scheduled events. Student organizations may use space in the Student Commons for fundraising efforts but not for individual personal financial gain.

INCLEMENT WEATHER

In inclement weather, the Student Commons will make every effort to remain open. If the University closes or cancels classes, the Student Commons will also cancel reservations in the Student Commons.

INSURANCE

If an event includes an additional element of risk, i.e. animals, vehicles, structures (inflatables, tents, pipe & drape, stages, etc.), an approved **Certificate of Liability Insurance** will be required. The UTSU and its Board of Trustees and their agents, officers, and employees shall be named Additional Insured on the certificate. The insurance policy must be at a minimum of one million dollars. The certificate must be received ten (10) business days before the event.

INVOICES FOR STUDENT COMMONS FEES

The UTSU will send an invoice to the group's contact person listed on the reservation. Invoices are due and payable no later than thirty (30) days after receipt. The Student Commons may request payment for specific services in advance.

LOADING ZONE

There is no formal loading zone dedicated to the Student Commons. Historically, the laneway to the east of 230 College, accessible from College Street, has been used.

Parking is not permitted in this loading zone as it is reserved for the use of persons or companies delivering to or picking up items from the Student Commons only. Vehicles parked for an extended period in the loading area without permission may be subject to towing.

As a consideration to others, use 4-way flashers and adhere to a time maximum of thirty (30) minutes for loading or unloading. Vehicles must be moved away from the loading dock when loading or unloading is complete. I

LOBBIES & HALLWAYS

Lobbies are considered public spaces, and Hallways are exit corridors. Therefore neither can be reserved and used as event spaces.

LOST PERSONAL PROPERTY

The UTSU is not responsible for loss, theft, or personal or organizational property damage. Guests of the Student Commons must take appropriate care of their personal property.

MOVIES/PUBLIC VIEWING LICENSE

Per federal copyright laws, institutions, organizations, and individuals wishing to engage in non-home showings of Movies, DVDs, Videos, TV Shows, online streaming content, or any copyrighted material must secure a license to do so, regardless of whether or not an admission or other fee is charged.

Videos must have the capability of providing open captioning upon request.

Audio-visual material for educational purposes is permitted but must be booked through Robarts library.

See the link below for more information about audiovisual material at UofT. [Using Audiovisual Materials at U of T.](#)

MULTI-PURPOSE ROOM

The Multi-Purpose Room at the Student Commons is available for rental for private functions. For non-affiliated customers to reserve the space, an initial request is made to the Event Services Office with a Facilities Use Agreement Form. A representative will contact you to work out the potential details of the reservation.

PARKING

There is no parking available on the Student Commons premises.

For additional information about parking on campus, please consult the U of T Parking Services at <https://www.utoronto.ca/content/parking-services>.

The B.C.I.T underground parking garage on the north side of the Student Commons at 213 Huron Street is the closest to the Student Commons. For a complete list of parking lots with their requirements, please visit <http://map.utoronto.ca/access/parking-lots>.

PUBLIC TRANSPORTATION

The TTC (Toronto Transit Commission) operates buses, streetcars and subways throughout the City of Toronto.

For information on bus and subway routes throughout the Greater Toronto Area (GTA), call 416-393-4636, visit the TTC website (<http://www.ttc.ca/>) or pick up a TTC Ride Guide.

The closest subway station is the Queen's Park Subway Station, and the 306 and 506 streetcar lines

are nearby. By bus, take the 94 Wellesley bus from Castle Frank Station or Wellesley Station or Ossington Station, these run right through the U of T campus.

For Wheel-Trans (accessible service), visit <http://www.ttc.ca/WheelTrans/index.jsp>.

RECORDING, VIDEO & PHOTOGRAPHY

Recording (filming or audio) in public areas of the Student Commons requires prior approval.

Video or photographs for personal use may be taken in common areas of the Student Commons when the primary subject is themselves or other people immediately connected to the person taking the video/photo.

No person may record a video or take a photograph within the common areas of the Student Commons without prior consent from other people sharing the space who may inadvertently be included in the video or photo.

At times, videos or photos of a specific event, activity or program may be taken for promotional purposes. Individuals will be given the option to opt out of having their video or photo taken, and large events may require waivers for photography usage.

RESOURCE BANK

The UTSU Resource Bank allows student societies and clubs to borrow items from the UTSU for free or charge for the materials consumed. These items range from tables to projectors and various other audio & event items. Any UTSU recognized club, student society, service group, and course union may borrow these items by making an advanced booking. The items may be picked up (with a deposit placed at pick-up) and returned during the UTSU's hours of operation (Monday to Friday-no weekends) and must be returned in clean and working condition. Contact hello@utsu.ca for more information.

SMOKING/VAPING DEVICES

At the University of Toronto, smoking and vaping are prohibited in all University buildings. Smoking and vaping are banned within 25 feet of all campus buildings and the terrace and private offices.

No smoking signs are posted at the building's entrances as described in the Toronto bylaw.

Smoking is the lighting or use of any tobacco product, such as cigarettes, pipes, cigars, hookahs, etc. E-cigarette and vaporizer use is also prohibited inside the building.

It is also prohibited to sell tobacco products in the Student Commons.

SMUDGING/SACRED MEDICINE USE

Smudging is a First Nation, Métis, and Inuit tradition involving burning sweet grass, sage, and cedar. Smudge is burned primarily for purification and to help create a positive mindset, and Tobacco is used in pipe ceremonies by a pipe carrier.

Under the Province of Ontario's "Smoke-Free Ontario Act," tobacco in pipe ceremonies and smudging using Sacred Medicines are permitted indoors as it is recognized as part of Indigenous people's traditional way of life.

UTSU is committed to the safe use of sacred ceremonial medicines while participating in traditional Indigenous teaching and ceremonies.

Before using a smudge or pipe, staff shall examine the location of a ceremony to check for

ventilation and smoke alarms. When smudging within UTSU's premises, individuals should ensure that there is no excessive smoke that may activate a fire alarm.

Event organizers should be aware of the location of the nearest fire extinguisher, fire alarm pull station, and emergency exits. The remaining material must be extinguished.

The smaller multipurpose room on the lower level of the Student Commons has been retrofitted to include a ventilation system appropriate for holding Smudge Ceremonies. For information on booking this space, contact the Manager of Events.

STORAGE

The Student Commons is not responsible for items left after an event. Storage space is not available for materials or equipment associated with an event, and such items are the sole responsibility of the event organizer.

SUSTAINABILITY AT EVENTS

UTSU encourages sustainable products at events wherever possible, reusable dishes and dishwashers, and avoids one-use water bottles.

VANDALISM & THEFT

Persons responsible for any acts of damage, vandalism to the premises, or removal of items from the Student Commons will be referred to the appropriate authorities and held accountable for their actions. Anyone witnessing a crime or act of vandalism should call Campus Police or 911 to report the incident.

VENDING/ SALES AND CONCESSIONS

Groups may reserve space for a sale or fundraising activity with Event Services. These activities include charging admission to an activity, selling a product, service, and information, making a request for a pledge or donation, any other request for money or donations of food, clothes, etc.

UTSU operates the Student Commons (SC). The Student Commons is a space where students can gather, forge connections, access programs and services, and be part of their University community.

The Student Commons is open to all those in the University community, including our student members, employees, volunteers, and guests.

WIFI

The Student Commons is connected to the St. George Campus network. The wireless network infrastructure is accessed through the University's Information Technology Services. Wireless Internet is located throughout the Student Commons and is accessible to anyone with a [UTORid](#).

WASTE REMOVAL & CLEAN-UP

The event space should remain in the same condition. No belongings or garbage should remain. Breakage, damage, unkempt, and unclean rooms will incur a cleanup fee. All guests share responsibility for the cleanliness of the building in the Student Commons community. Kitchens/ kitchenettes should have clean dishes and be organized.

Garbage must be bagged properly and placed in the waste area as directed by UTSU Staff. Large amounts of cardboard/ paper must be disposed of at the larger recycling bin on the outer east side of the Student Commons building.

WATER REFILL STATIONS

Water refill stations are installed throughout the Student Commons to provide an alternative to disposable water bottles. Employees, sublicensees, and guests are encouraged to bring a reusable water bottle and use the water refill stations to help reduce waste.