
Outdoor Spaces at the University of Manitoba

How to submit an application to reserve a space for your event



UNIVERSITY
OF MANITOBA

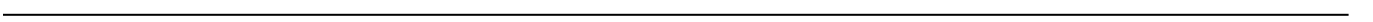


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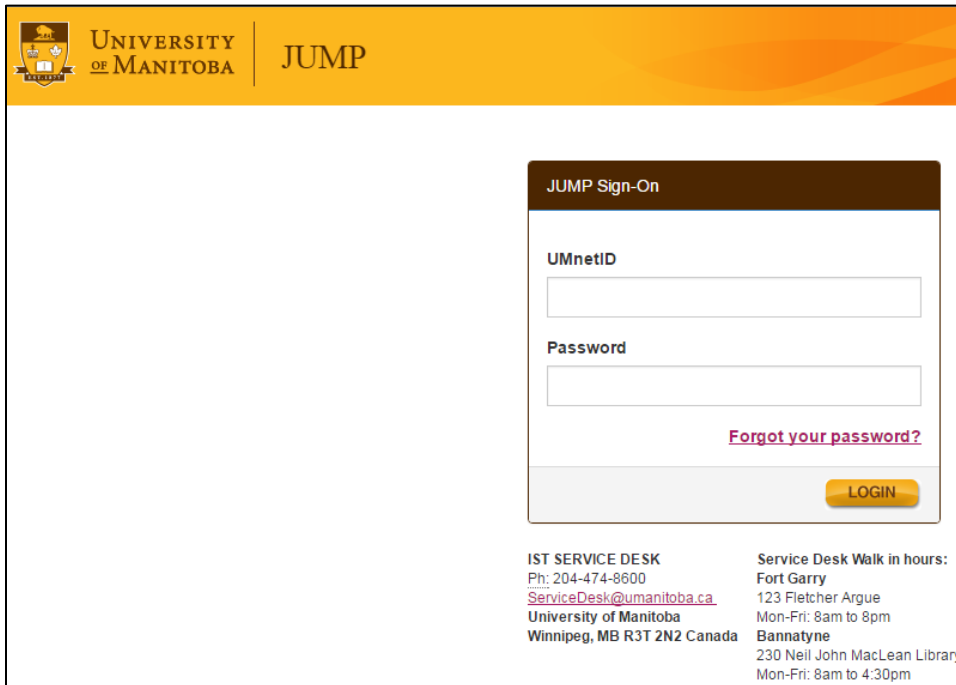
1. Submitting an Outdoor Space Application in JUMP

To submit an Outdoor Space, application users must login to JUMP using the following URL:

<https://jump.portal.umanitoba.ca/web/outdoor-spaces>

2. JUMP login

To login enter your UMnetID and password:



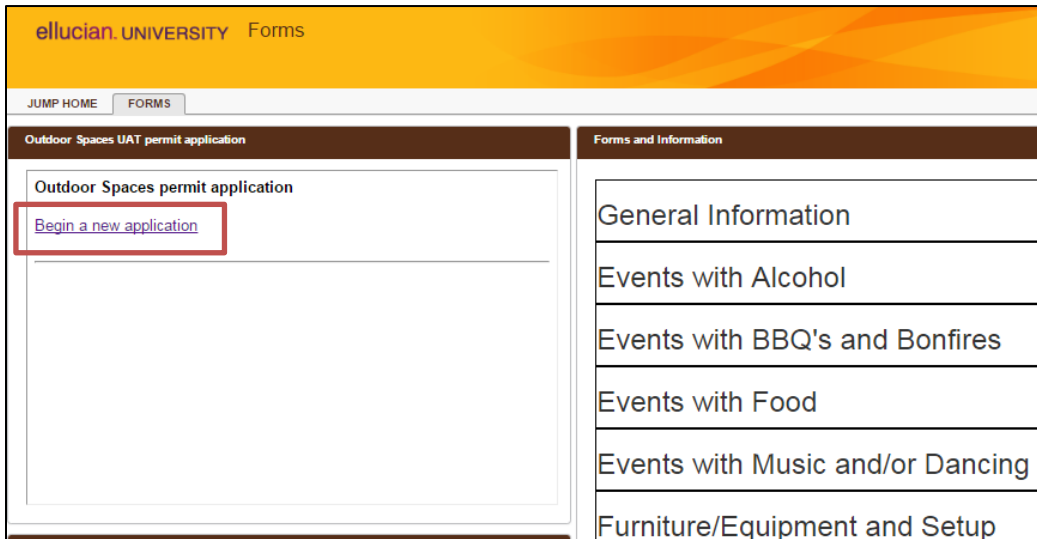
The screenshot shows the JUMP Sign-On page. At the top left is the University of Manitoba logo and the text "UNIVERSITY OF MANITOBA | JUMP". The main content area features a "JUMP Sign-On" form with two input fields: "UMnetID" and "Password". Below the "Password" field is a link for "Forgot your password?". A yellow "LOGIN" button is positioned at the bottom right of the form. At the bottom of the page, there are two columns of contact information for the IST Service Desk.

IST SERVICE DESK Ph: 204-474-8600 ServiceDesk@umanitoba.ca University of Manitoba Winnipeg, MB R3T 2N2 Canada	Service Desk Walk in hours: Fort Garry 123 Fletcher Argue Mon-Fri: 8am to 8pm Bannatyne 230 Neil John MacLean Library Mon-Fri: 8am to 4:30pm
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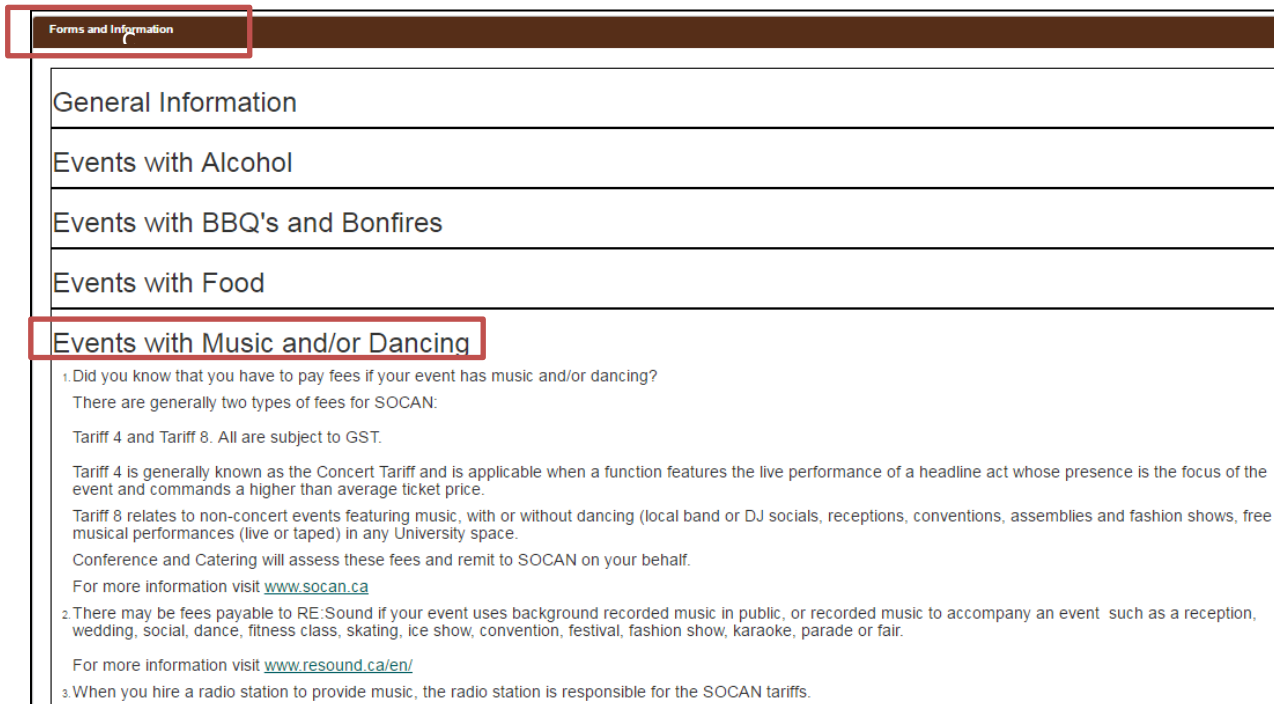
3. Accessing the Outdoor Space Application Form

After successfully logging in the user will be taken directly to the Outdoor Space Application.

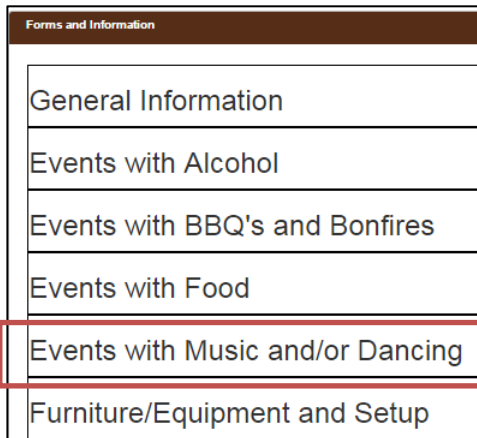
This screen includes the Outdoor Spaces permit application portlet that displays a link to “**Begin a New Application**”:



The screen also includes a **Forms and Information** portlet that displays information to assist users prior to beginning a new application. Users can click on the main headings (for example “Events with Music and/or Dancing”) to see an expanded view with related information:

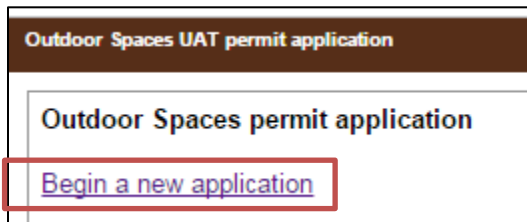


Click on the same heading to minimize the view:



Forms and Information
General Information
Events with Alcohol
Events with BBQ's and Bonfires
Events with Food
Events with Music and/or Dancing
Furniture/Equipment and Setup

To launch the Outdoor Space form click on “Begin a new application”:



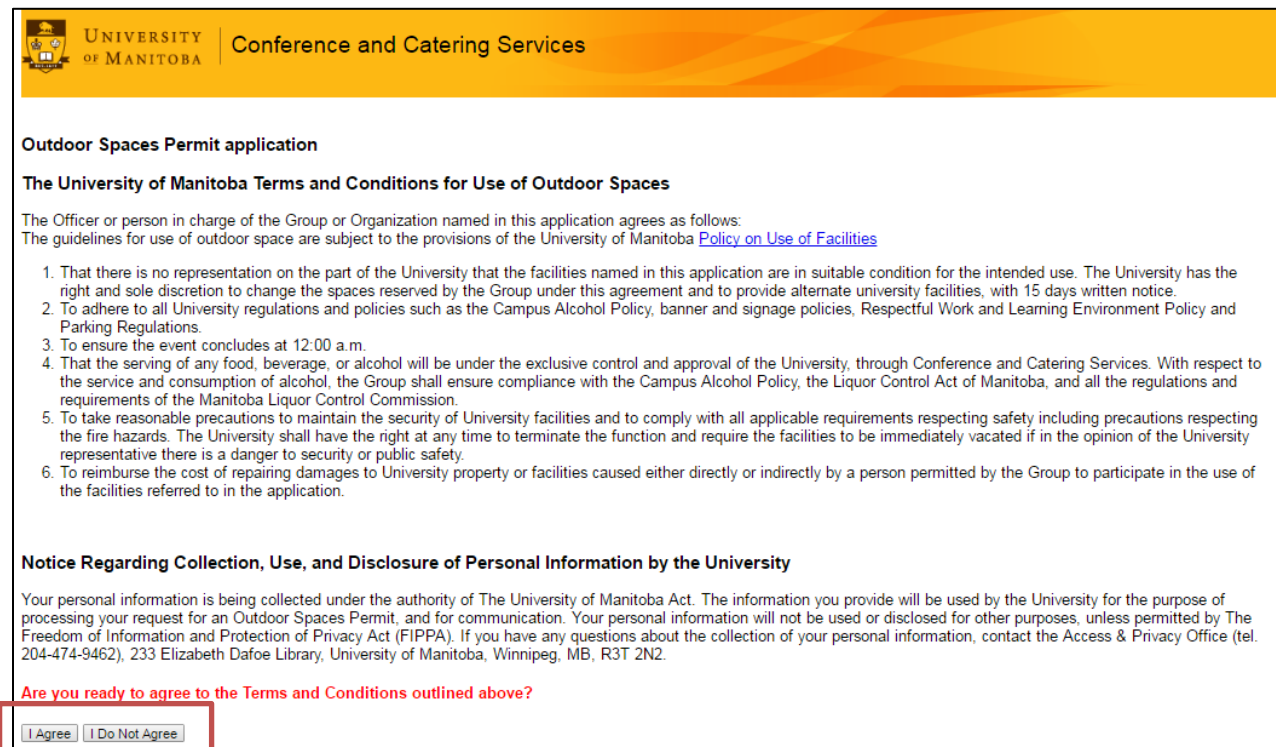
Outdoor Spaces UAT permit application
Outdoor Spaces permit application
Begin a new application

4. Terms and Conditions Screen

The first screen includes the U of M's 'Terms and Conditions for Use of Outdoor Space' as well as a 'Notice Regarding Collection, Use and Disclosure of Personal Information'.

The user must click the '**I Agree**' button to proceed to the next screen.

Clicking on the '**I Do Not Agree**' button takes the user to the U of M home page.



UNIVERSITY OF MANITOBA | Conference and Catering Services

Outdoor Spaces Permit application

The University of Manitoba Terms and Conditions for Use of Outdoor Spaces

The Officer or person in charge of the Group or Organization named in this application agrees as follows:
The guidelines for use of outdoor space are subject to the provisions of the University of Manitoba [Policy on Use of Facilities](#)

1. That there is no representation on the part of the University that the facilities named in this application are in suitable condition for the intended use. The University has the right and sole discretion to change the spaces reserved by the Group under this agreement and to provide alternate university facilities, with 15 days written notice.
2. To adhere to all University regulations and policies such as the Campus Alcohol Policy, banner and signage policies, Respectful Work and Learning Environment Policy and Parking Regulations.
3. To ensure the event concludes at 12:00 a.m.
4. That the serving of any food, beverage, or alcohol will be under the exclusive control and approval of the University, through Conference and Catering Services. With respect to the service and consumption of alcohol, the Group shall ensure compliance with the Campus Alcohol Policy, the Liquor Control Act of Manitoba, and all the regulations and requirements of the Manitoba Liquor Control Commission.
5. To take reasonable precautions to maintain the security of University facilities and to comply with all applicable requirements respecting safety including precautions respecting the fire hazards. The University shall have the right at any time to terminate the function and require the facilities to be immediately vacated if in the opinion of the University representative there is a danger to security or public safety.
6. To reimburse the cost of repairing damages to University property or facilities caused either directly or indirectly by a person permitted by the Group to participate in the use of the facilities referred to in the application.

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University

Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purpose of processing your request for an Outdoor Spaces Permit, and for communication. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

Are you ready to agree to the Terms and Conditions outlined above?

5. Event Details Screen

The applicant must fill in the mandatory fields:

- the proposed start/end date and time of the event
- their organization and university affiliation
- the event name and a description
- the proposed location
- the expected attendance.

Optional fields:

- alternate venue in the event of rain
- cancellation due to rain
- security firm

Note: prompts are provided when a user has not filled out a mandatory field:

Outdoor Spaces Permit application

1: Event Details

Please note: events cannot be scheduled any earlier than 15 business days from today.

This field is required.

Start time:

This field is required.

End time:

This field is required.

This field is required.

This field is required.

This field is required.

This field is required.

Proposed Date Start

Proposed Date End

Organization Name

Applicant Affiliation

Event Name

Event Description
(Please be as descriptive as possible by including the purpose of the event, planned activities, timing, and other relevant information.)

Proposed Location

In the event of rain, the event will be relocated to:

In the event of rain, the event will be cancelled.

Expected Attendance

Security Firm

Note: Occasional permits are not transferable to other locations. Any rain venue must be a previously inspected LGA location. Alternative locations need to be booked IN ADVANCE.

April 2017						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Once all mandatory fields are filled in the user can **'Save and Continue'** to the next screen.
- Clicking on the **'Previous screen'** will take the user back to the 'Terms and Conditions' screen.
- 'Cancel' will take the user to the U of M home page.

Outdoor Spaces Permit application

1: Event Details

Please note: events cannot be scheduled any earlier than 15 business days from today.

Proposed Date Start: 05/01/2017
Start time: 08:00 ▼
Proposed Date End: 05/01/2017
End time: 18:00 ▼
Organization Name: Shinerama
Applicant Affiliation: Student with UMSU ▼
Shinerama ▼
Event Name: Shinerama Fundraiser
Event Description: Fundraising in support of Cystic Fibrosis Canada.
(Please be as descriptive as possible by including the purpose of the event, planned activities, timing, and other relevant information.)
Proposed Location: Quad ▼
In the event of rain, the event will be relocated to: Booth in University Centre
In the event of rain, the event will be cancelled.
Expected Attendance: 20
Security Firm: Impact Security ▼
Note: Occasional permits are not transferable to other locations. Any rain venue must be a previously inspected LGA location. Alternative locations need to be booked IN ADVANCE.

Save and Continue Previous Screen Cancel

6. Contact Information Screen

- The applicant must fill in all fields for the primary contact.
- Alternate contact information is optional.

Outdoor Spaces Permit application

2. Contact Person	
First Name	<input type="text" value="Connor"/>
Last Name	<input type="text" value="Smith"/>
Email	<input type="text" value="smithc@myumanitoba.ca"/>
Telephone	<input type="text" value="204-123-4567"/>
Address	<input type="text" value="123 Pembina Highway"/>
City	<input type="text" value="Winnipeg"/>
Province	<input type="text" value="Manitoba"/>
Postal Code	<input type="text" value="R3T 2R3"/>

Alternate Contact Person	
Alternate contact is optional	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Telephone	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
Province	<input type="text"/>
Postal Code	<input type="text"/>

- Once all mandatory fields are filled in the user can **'Save and Continue'** to the next screen.
- Clicking on the **'Previous screen'** will take the user back to the 'Event Details' screen.
- **'Cancel'** will take the user to the U of M home page.

7. Questions Screen

- If the applicant answers 'No' to all the questions they will proceed to the 'Summary' screen when they click 'Save and Continue'.
- If the applicant selects 'Yes' for any of the questions they will view additional screens relevant to their 'Yes' responses that will prompt them for more information.

Outdoor Spaces Permit application

3: Questions

Will there be alcohol served? Yes No

Will there be a BBQ? Yes No

Will there be a bonfire? Yes No

Will there be food served? Yes No

Will there be entertainment? Yes No

- Click '**Save and Continue**' to the next screen.
- Clicking on the '**Previous screen**' will take the user back to the 'Contact Information' screen.
- '**Cancel**' will take the user to the U of M home page.

8. Alcohol Screen

- The applicant must enter a 7 digit UMSAFE Certificate Number.

Outdoor Spaces Permit application

Alcohol

Guidelines for Events with Alcohol

The [Campus Alcohol Policy](#) governs all service of alcohol on campus. Event organizers are required to familiarize themselves with the policy for functions held under an Occasional Permit.

Refer to the [Requirements for Outdoor Events with Alcohol](#) for a list of conditions that apply to an outdoor area when alcohol will be served.

Event Details: Alcohol

UMSAFE Training Certificate issued to:

First Name	Connor
Last Name	Smith
Email	smithc@myumanitoba.ca
Phone Number	204-123-4567
Address	123 Pembina Highway
City	Winnipeg
Postal Code	R3T 2R3

UMSAFE Certificate number

[Click here for UMSAFE information](#)

-
- Click **'Save and Continue'** to the next screen.
 - Clicking on the **'Previous screen'** will take the user back to the 'Questions' screen.
 - **'Cancel'** will take the user to the U of M home page.

9. Bonfires Screen

- The applicant must check the fire permit and fire extinguisher checkboxes.

Outdoor Spaces Permit application

Bonfires

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I understand that I will need to arrange for a fire permit.
I understand that I need to arrange for a fire extinguisher.

[Next](#) | [Go Back](#)

- Click **'Next'** to go to the next screen.
- Click on the **'Go Back'** button to go back to the 'Questions' screen

10. Barbecues Screen

- The applicant must check the fire extinguisher checkbox.

Outdoor Spaces Permit application

Barbecues

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I understand that I will need to arrange for a fire extinguisher.

[Next](#) | [Go Back](#)

- Click **'Next'** to go to the next screen.
- Click on the **'Go Back'** button to go back to the 'Questions' screen

11. Events with Food Screen

- The applicant must check 'Yes' or 'NO' to indicate if a catering waiver is required.

Outdoor Spaces Permit application

Events with Food

All food must be arranged through Conference & Catering Services. A wide selection of bulk food items, condiments and disposable serving products are available for purchase.

The Liquor and Gaming Authority of Manitoba requires food be served for at least 30 per cent of the expected number of people at the event. The food provided must be high in protein, with associated costs charged to the event organizer.

A catering waiver is required if food products are being donated. Catering waivers are to be arranged through Conference and Catering Services, Room 230 University Centre.

Please note that all food **MUST** be arranged through **Conference and Catering Services**, room 230 University Centre.

Will a Catering Waiver be required (if food products are being donated)? Yes No

Catering Waivers for non-UMSU student groups, faculty and administrative staff are to be arranged through **Conference and Catering Services**, room 230 University Centre.

UMSU student groups get their Catering Waiver through UMSU.

[Next](#) [Go Back](#)

- Click '**Next**' to go to the next screen.
- Click on the '**Go Back**' button to go back to the 'Questions' screen

12. Entertainment Screen

- The applicant must check 'Yes' or 'NO' to 'Does this event include any music?'
- The applicant must check 'Yes' or 'NO' to 'Will there be dancing?'
- The applicant must check 'Yes' or 'NO' to 'Does this event involve the signing of a contract for music or other services?'

Outdoor Spaces Permit application

Events with Entertainment

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Does this event involve any music? Yes No

Will there be dancing? Yes No

Please note that SOCAN and RE:SOUND tariffs may apply. Conference and Catering Services will assess applicable SOCAN and RE:SOUND rates at time of booking

Does this event involve the signing of a contract for music or other services? Yes No

If yes, please bring the Contract/Agreement for music or other services with you. The Contract/Agreement is not be signed prior to approval for this event.

[Next](#) [Go Back](#)

- Click '**Next**' to go to the 'Summary' screen.
- Click on the '**Go Back**' button to go back to the 'Questions' screen

13. Summary Screen

- The applicant can view all of the information they have entered into the form.
- The applicant will view the Application #.

Outdoor Spaces Permit application

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University

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General

Application Number 2017-31186

Contact First Name:	Connor	Contact Last Name:	Smith
Contact Address:	123 Pembina Highway Winnipeg Manitoba R3T 2R3		
Email:	smithc@myumanitoba.ca	Phone:	204-123-4567
Alternate Contact First Name:		Alternate Contact Last Name:	
Alternate Contact Address:			
Email:		Phone:	
Organization:	Shinerama	Affiliation:	Student with UMSU: Shinerama
Event Title:	Shinerama Fundraiser		
Start Date:	05/01/2017	End Date:	05/01/2017
Start Time:	08:00	End Time:	18:00
Event Description:	Fundraising in support of Cystic Fibrosis Canada.		
BBQ?	Yes	Bonfire?	Yes
Alcohol?	Yes	Food?	Yes
Entertainment?	Yes	Agreed to Terms?	Yes
Catering Waiver required?	No	Fire Permit Required?	Yes
Dancing?	No	Music?	No

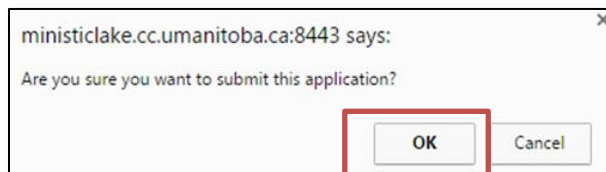
Alcohol

Permit Holder:	Connor Smith	Phone:	204-123-4567
Address:	123 Pembina Highway	City:	Winnipeg
Postal Code:	R3T 2R3	UMSAFE Cert. Number:	1234567

Submit Application

Go Back

- After reviewing the information the applicant can click the '**Submit Application**' button.
- Click on the '**Go Back**' button to go back and revise information in a previous screen.
- When an applicant submits an application they will view the following prompt:

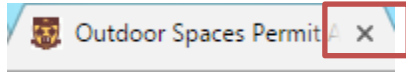


- Click '**OK**' to submit the application.
- The applicant will then view the 'Thank you' message in a new browser tab:

Outdoor Spaces Permit application

Thank you for your submission.

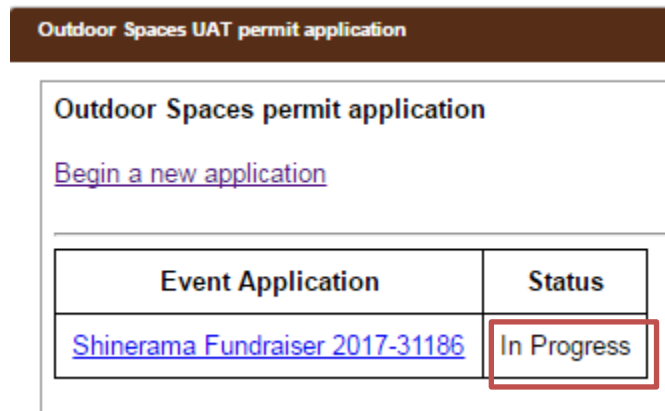
-
- Close the 'Thank you' browser tab:



- Reload the Outdoor Spaces JUMP page:



- The status of the application is now 'In Progress':



Outdoor Spaces UAT permit application

Outdoor Spaces permit application

[Begin a new application](#)

Event Application	Status
Shinerama Fundraiser 2017-31186	In Progress

14. Upload Forms

- If the application requires supporting forms click on the 'event Application' link:

Event Application	Status
Shinerama Fundraiser 2017-31186	In Progress

- A new browser tab will open with '**Choose File**' buttons for the required file uploads:

Outdoor Spaces Permit application

Permit Application *Shinerama Fundraiser 2017-31186* is currently showing status *In Progress*.

File Upload:

Please upload your Other documents:

No file chosen
What document are you uploading?

Use this to upload other kinds of documents that are required.

Please upload your Fire Permit:

No file chosen
The City of Winnipeg permit.

Please upload your LGA Occasional Permit:

No file chosen

Please upload your Fire Extinguisher form:

No file chosen
Available from EHSO.

Please upload your Site Plan (if required):

No file chosen
Site plans are required for certain types of events.

- After all the files are chosen select the '**Upload Files**' button to upload the forms.