

**Student led on- and off- campus in-person activity request form**

Please complete the form below to request approval for on- or off-campus activities. Please refer to the end of this document for governing principles. All requests must be submitted to Student Affairs at [SAcomms@umanitoba.ca](mailto:SAcomms@umanitoba.ca) ***at least 3 weeks in advance of the activity***.

**EXECUTIVE SUMMARY:**

**Brief Summary of the Activity (program, event, etc.,)**

Click to enter text.

**Requesting group or organization:** Click to enter text.

**Date(s) of Activity\*:**

*\*The review team requests that as much as possible, please try to submit requests at least 3 weeks in advance.*

Click or tap here to enter text.

**Date of submission:** Click to enter a date.

**Contact:** Click to enter text. **Email:** Click to enter text.

**ACTIVITY REQUEST**

1. **DESCRIPTION OF ACTIVITY**

*Describe the proposed activity..*

Click to enter text.

1. **LOCATION OF ACTIVITY:** Please select.

Building: Click to enter text. Room #: Click to enter text.

If outdoor, please provide location: Click to enter text.

Off-Campus: Click to enter text.

1. **EXPECTED NUMBER OF STUDENTS/PARTICIPANTS:**  Click to enter text.
2. **EXTERNAL / COMMUNITY PARTNER *(where applicable)***

Click to enter text.

1. **RATIONALE**

*Explain why this activity is being held in-person .*

Click to enter text.

1. **OPERATIONAL PLANS OR NEEDS**

*Outline operational plans/needs for the activity (including caretaking, security, and occupancy details).*

*Please consider and respond, if relevant, to the following:*

* *What supports are required by the University for these activities?*
* *What supports are provided by the requestor?*
* *If the activity is taking place off-campus, how will participants arrive to the location safely?*
* *Is the activity maintaining physical distancing at all time? If ‘NO’, describe your mitigation measures.*
* *If the activity involved external parties, did you consult with Legal regarding liability/waivers.*

*\*Note that all facets of any activity must adhere to all provincial and UM health and safety requirements and protocols in place at the time the activity occurs.*

Click or tap here to enter text.

1. **OTHER CONSIDERATIONS**

Click or tap here to enter text.

submit TO [SAcomms@umanitoba.ca](mailto:SAcomms@umanitoba.ca)

FOR STUDENT AFFAIRS USE ONLY:

**INPUT FROM REVIEW TEAM**

**:**

Click here to enter text.

*Dated:* Click to enter a date.

**ID#:**  Click to enter text.

**RECOMMENDATION:**   Approve  Decline  Return for Revision

**Date:**  Click to enter a date.

**VICE PROVOST (STUDENTS) APPROVAL:**   Y  N  For Information

**Date:**  Click to enter a date.

PRINCIPLES GOVERNING ACTIVITIES

**General Guidelines applicable to all Principles:**

* Approvals are subject to change based on the evolving provincial public health guidelines, COVID-19 risks and UM responses to these risks.
* Activities may not proceed unless approval is granted.
* A student led requests for approval must be submitted to the Student Affairs ([SAcomms@umanitoba.ca](mailto:SAcomms@umanitoba.ca)) at least three weeks in advance of the planned activity

**While the UM recognizes the importance of supporting the larger community and the social bonds, sense of community and wellness supports that celebratory and social events build, our priority must maintain the health and safety our UM community. The UM will align its considerations and guidelines of such requests with the mitigation strategies set forth by the** [**Federal Government.**](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/planning-2021-2022-school-year-vaccination.html#a6)

Principles Governing Activities or Celebratory Events by Student Unions or Student Groups

* If held on-campus, then all facets of the activity must adhere to all UM and Provincial health
* and safety requirements and protocols in place at the time the activity occurs.
* If held off-campus, then all facets of the placement must adhere to all Provincial health and safety requirements and protocols in place for the relevant sector at the time the activity occurs
* The interests of the University’s teaching, research and operational priorities must take priority.
* Priority consideration will be given to student unions and internal requests including, student groups, faculties, schools, colleges, departments and other units.
* Contact between external groups and members of the UM community must be minimized, including common spaces (i.e., washrooms, study spaces, dining areas).
* Events should be organized outdoors if possible. If indoors, events should be held during the evenings/weekends and in spaces with low occupancy to limit exposure potential of the UM community.
* If held at UM, then the requested activity will only be considered if capacity in the requested spaces is available.
* All facets of any activity involving an external partner or host must also adhere to all UM health and safety requirements and protocols in place at the time the activity occurs, including self-screening, physical distancing and masking requirements, or more stringent protocols if the host has such requirements.
* Each request must be assessed by the UM Legal Office to determine if a Third Party or User Agreement and/or liability waiver is required. UM Legal Office will also advise if additional site license agreement and liability insurance is required and the terms of these requirements.
* The plan for all events must include entry/exit points with contact tracing processes in place (i.e., sign in/contact sheets).
* The UM will take responsibility for cleaning UM spaces but a cleaning surcharge ($100 surcharge per room booked/per day) will be applied to each request for the allocated spaces.
* Approvals are subject to change based on the evolving COVID-19 risks and UM responses to these risks.