



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 that will guide decision making. All requests must be submitted to Student Affairs at SAcomms@umanitoba.ca **at least 3 weeks in advance of the activity.**

Approvals are subject to change based on the evolving [provincial public health guidelines](#), COVID-19 risks and [UM responses](#) to these risks.

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

Name of group, club or organization:

Date(s) of Activity*:

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

Date of submission:

Contact: _____

Email: _____

ACTIVITY REQUEST

1. FULL DESCRIPTION OF YOUR PROPOSED ACTIVITY

2. LOCATION OF ACTIVITY:

Building: _____ Room #: _____

If outdoor, please provide location: _____

Off-Campus: _____ Space booked/confirmed

3. EXPECTED NUMBER OF STUDENTS/PARTICIPANTS: _____

4. EXTERNAL / COMMUNITY PARTNERS (*where applicable*)

5. OPERATIONAL PLANS OR NEEDS

Outline operational plans/needs for the activity (including safety measures, space booking, caretaking, security, and occupancy details, etc.).

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.

Have you considered the following within your plans:

- Identification of an individual from your group to verify Covid-19 [vaccination](#) status of participants.
- Development of communication plan to inform all participants (both UM and external partners) about vaccine mandate, verification process and [UM Covid-19](#) protocols.
- Development of plan to control attendance and exclude those not vaccinated against Covid-19.
- Creation of a detailed plan for maintaining Covid-19 protocols such as providing hand sanitizer, masks, maintaining social distancing, and implementing cleaning protocols.
- Consultation with UM units to book space and make necessary arrangements to host activity ([Conference and Catering Services](#), [Physical Plant](#), Faculty/College/School, [UMSU/UMGSA](#) etc.).
- Registration process and/or sign in sheet so activity participants can be contacted if there is a reported positive case of COVID-19.

Please outline operational plans for this event.

6. OTHER CONSIDERATIONS

SUBMIT TO SComms@umanitoba.ca

FOR STUDENT AFFAIRS USE ONLY:

INPUT FROM REVIEW TEAM

Dated:

RECOMMENDATION: Approve Decline Return for Revision

Date:

VICE PROVOST (STUDENTS) APPROVAL: Y N For Information

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) 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 be to 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](#).

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

- If held on-campus, 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, all facets of the activity must adhere to all Provincial health and safety requirements and protocols in place for the relevant sector at the time the activity occurs.
- 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 in 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, 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, checking vaccine status, 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 agreements 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.