

**COVID-19 Recovery Steering Committee**

**IN-PERSON EVENT REQUEST FORM – EXTERNAL, COMMUNITY OR STUDENT-LED EVENTS**

Please complete the form below to request an in-person activity. Please refer to the end of this document for governing principles for each activity type.

**EXTERNAL PARTIES/COMMUNITY MEMBERS**: requests must be submitted to the COVID-19 Recovery Steering Committee at [crsc@umanitoba.ca](mailto:crsc@umanitoba.ca) ***at least 3 weeks in advance of the activity***.

**STUDENT GROUPS/ORGANIZATIONS:** requests must be submitted to Student Affairs at [SAcomms@umanitoba.ca](mailto:SAcomms@umanitoba.ca) ca ***at least 3 weeks in advance of the activity.***

\*\*\*Note that all activities must adhere to   
both provincial and UM health and safety requirements and protocols in place at the time the activity occurs.   
Approvals are subject to changes in [provincial public health guidelines](https://manitoba.ca/covid19/prs/index.html#guidance),   
COVID-10 risks and [UM responses](https://umanitoba.ca/covid-19) to these risks. \*\*\*

**EXECUTIVE SUMMARY:**

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

Click to enter text.

**Name of Individual, Group, or Organization:** Click to enter text.

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

*\*The committee 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 person name:** Click to enter text. **Contact Person Email:** Click to enter text.

**ACTIVITY REQUEST**

1. **TYPE OF ACTIVITY REQUESTED:** Please select.
2. **FULL DESCRIPTION OF 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 PARTICIPANTS:**  Click to enter text.
2. **OPERATIONAL PLANS OR NEEDS**

Outline operational plans/needs for the activity (including caretaking, security, occupancy details and public health order requirements).

\*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.

The following protocols are required for all activities:

All attendees must show proof of full vaccination.

All attendees must wear KN95 masks if participating in an on-campus activity. Masks may be temporarily removed when participants are sitting down and eating and/or drinking.

All attendees must complete the [Shared Health Screening Tool](https://sharedhealthmb.ca/covid19/screening-tool/) prior to participating in the activity.

All attendees must adhere to the location and sector-specific public health and safety protocols at time of the activity when the activity is held off-campus.

Physical distancing is not required but is encouraged where possible.

In addition to the above, please consider the following in planning for the activity:

Identification of an individual from the group to verify [COVID-19 Vaccination status](https://umanitoba.ca/sites/default/files/2021-10/screening-qr-code-quick-reference-final-internet.pdf) of participants and consideration of how to exclude those that cannot show evidence of vaccination.

Development of a communication plan to inform all participants about the vaccine mandate, verification process, and [UM COVID-19 protocols](https://umanitoba.ca/covid-19).

Creation of a detailed plan for maintaining COVID-19 protocols such as providing hand sanitizer, masks, encouraging social distancing, and implementing cleaning and sanitizing protocols.

If food and/or alcohol are being served, please provide a plan on how to monitor compliance with mask wearing when participants are not eating and/or drinking.

External groups:please contact the Conference & Catering Office [ccs@umanitoba.ca](mailto:ccs@umanitoba.ca). UM has an exclusive food service agreement with Aramark so any food on campus for events needs to go through CCS. Conference & catering will follow all public health orders and university directives for all events they manage. No buffet style service is allowed.

Student-led events are permitted to go through Aramark or UMSU for food services.

Space booking: Please see link to event planning that provides information on booking space on campus.  <https://umanitoba.ca/campus-services/event-planning>

External groups are required to complete a site license agreement and provide a certificate of insurance with UM listed as additional insured. For student events, there may be a requirement to complete waivers depending on the activity. To develop an appropriate site use agreement or license, please contact the Legal office at [angela.anderson@umanitoba.ca](mailto:angela.anderson@umanitoba.ca).

Please outline below the operational plans for this event:

Click or tap here to enter text.

1. **OTHER CONSIDERATIONS**

Click or tap here to enter text.

FOR CRSC USE ONLY:

**INPUT FROM CRSC TEAMS**

**Academic:**

Click here to enter text.

*Dated:* Click to enter a date.

**Health and Safety:**

Click to enter text.

*Dated:* Click to enter a date.

**Operational:**

Click to enter text.

*Dated:* Click to enter a date.

**Research:**

Click to enter text.

*Dated:* Click to enter a date.

FOR STUDENT AFFAIRS USE ONLY:

**INPUT FROM REVIEW TEAM**

Click to enter text.

*Dated:* Click to enter a date.

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

**CRSC/STUDENT AFFAIRS RECOMMENDATION:**   Approve  Decline  Return for Revision

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

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

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

PRINCIPLES GOVERNING ACTIVITIES

**General Principals applicable to all Activities**

* 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, the priority is to maintain the health and safety of the UM community.
* 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 until the appropriate approval is granted.

**External-led Events**

* All facets of any activity involving an external partner or UM host, holding an event with external to UM persons, must adhere to all [UM health and safety requirements and protocols in place](https://umanitoba.ca/covid-19) at the time the activity occurs, including proof of vaccination, self-screening, and masking requirements.
* The external host of the event is responsible to ensure that all health and safety protocols are adhered to by participants.
* The requested activity will be considered only if capacity in the requested spaces is available.
* Contact between external groups and members of the UM community must be minimized, including in common spaces (i.e., washrooms, study spaces, dining areas).
* 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. Please contact Angela Anderson at [angela.anderson@umanitoba.ca](mailto:angela.anderson@umanitoba.ca).
* 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.
* The external group/organization is responsible for security (organizing and costing) at the event. Events with alcohol being served may require private security or other security considerations to be engaged. The University of Manitoba Security Services must be contacted ([gordon.perrier@UManitoba.ca](mailto:gordon.perrier@UManitoba.ca) or [chirs.bohonis@umanitoba.ca](mailto:chirs.bohonis@umanitoba.ca) ) to assess the security plan of an event.
* A request for approval must be submitted to the COVID-19 Recovery Steering Committee ([crsc@umanitoba.ca](mailto:crsc@umanitoba.ca)) at least three weeks in advance of the planned activity.

**Student-Led Events**

* Student-led events or activities may be approved by the Dean when sponsored by or in partnership with the home faculty, or when taking place in designated faculty spaces, and that do not include alcohol.
* All events or activities involving alcohol must be approved by the Vice-Provost (Students) irrespective of anticipated participation numbers.
* Events or activities without alcohol involving fewer than 100 participants that do not fall under the purview of the Dean, do not require approval.
* 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, including self-screening, checking vaccine status, and masking requirements, or more stringent protocols if the host has such requirements.
* 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.
* If held at UM, the requested activity will only be considered if capacity in the requested spaces is available.
* Contact between external groups and members of the UM community must be minimized, including in common spaces (i.e., washrooms, study spaces, dining areas).
* 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. Please contact Angela Anderson at [angela.anderson@umanitoba.ca](mailto:angela.anderson@umanitoba.ca).
* 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.
* The student group is responsible for security (organizing and costing) at the event. Events with alcohol being served may require private security or other security considerations to be engaged. The University of Manitoba Security Services must be contacted ([gordon.perrier@UManitoba.ca](mailto:gordon.perrier@UManitoba.ca) or [chirs.bohonis@umanitoba.ca](mailto:chirs.bohonis@umanitoba.ca) ) to assess the security plan of an event.
* A request for approval must be submitted to Student Affairs at [SAcomms@umanitoba.ca](mailto:SAcomms@umanitoba.ca) ca at least 3 weeks in advance of the activity.