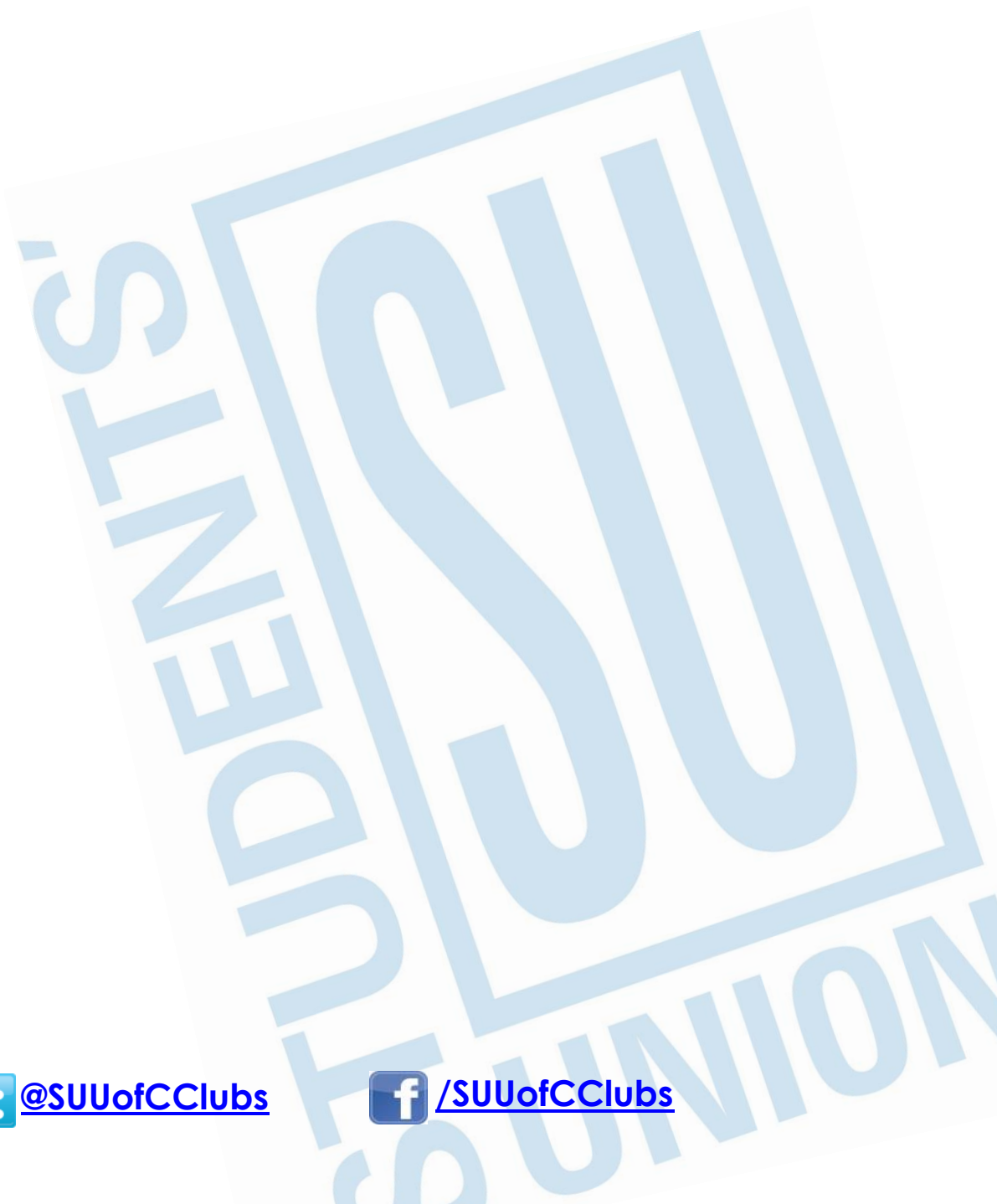


# Clubs Manual

The definitive guide to funding, services, rights, and responsibilities of Registered Student Organizations.



## Contents

<b>Introduction .....</b>	<b>3</b>
<b>Important Dates, Contacts, and Websites .....</b>	<b>4</b>
<b>Requirements and Expectations .....</b>	<b>5</b>
<b>Mandatory Requirements to the SU.....</b>	<b>6</b>
<b>Alcohol-Related Events.....</b>	<b>7</b>
<b>ClubHub.....</b>	<b>7</b>
<b>Funding .....</b>	<b>8</b>
<b>Types of Funding Available .....</b>	<b>8</b>
<b>Special Event &amp; Last-Minute Funding Criteria .....</b>	<b>9</b>
<b>Awards &amp; Scholarships .....</b>	<b>10</b>
<b>Spaces .....</b>	<b>11</b>
<b>Clubs Areas .....</b>	<b>11</b>
<b>Lockers.....</b>	<b>11</b>
<b>MacEwan Student Centre (MSC) .....</b>	<b>12</b>
<b>Outside of MSC – Conference and Events Management (CEM).....</b>	<b>14</b>
<b>More Discounts, Rentals, Programs, &amp; Freebies .....</b>	<b>15</b>
<b>Club Member Conduct .....</b>	<b>17</b>
<b>Appendix A: Registered Club Agreement .....</b>	<b>18</b>
<b>Appendix B: Diversity, Equity, and Safe Spaces .....</b>	<b>20</b>
<b>Appendix C: MSC Room and Public Space Booking Conditions and Restrictions.....</b>	<b>21</b>
<b>Appendix D: MSC Table Booking Conditions and Restrictions .....</b>	<b>22</b>

## Introduction

### What is a Registered Student Organization?

Groups that register with the Students' Union (SU) are officially recognized student organizations that are eligible to apply for funding and services provided by the SU and other campus organizations including the University of Calgary itself. Known commonly as "clubs," these groups are autonomous, student-run initiatives intended to improve student life and the quality of undergraduate experiences at the U of C.

All Registered Student Organizations must agree to the *Registered Club Agreement* (See [Appendix A](#)).

### What is the Students' Union?

The SU is your elected student government (SLC) and administrative staff. We believe that Student Organizations can add value to the student experience. In accordance with this, the SU encourages the formation of sustainable and financially responsible Student Organizations that practice good governance and create an inclusive, respectful, and fun environment for Active Members.

### What is Clubs Committee?

The Clubs Committee (CC) is a standing committee composed of elected student representatives from the Students' Legislative Council. They are delegated authority by the SLC to establish principles, strategies, and procedures for how the SU supports and engages registered clubs at the UofC.

The Clubs Committee is chaired by Hilary Jahelka, the [Vice President Student Life](#) (VPSL), and consists of six elected members of the Students' Legislative Council (SLC) appointed every semester. The scope of the committee's authority is outlined in their Terms of Reference, which is [available online](#).

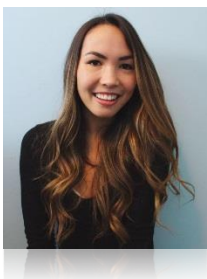
### Who is the Coordinator, Student Organizations?

**Tanya Bondareva** is the Coordinator, Student Organizations (CSO). She is a full-time SU staff member who administers club programs by working with the CC and the VPSL. The CSO is an advocate for SU Clubs and a resource for useful information.

- Hours: Monday - Friday, 8:30am - 4:30pm (except holidays)
- Office: MSC 279B (West Clubs Area)
- Email: [clubsoff@ucalgary.ca](mailto:clubsoff@ucalgary.ca)
- Phone: 403-220-2233
- Twitter: [@SUUofCCLubs](#)
- Facebook: [/SUUofCCLubs](#)



**Tanya Bondareva, CSO**



**Charlotte Ansell** is the Assistant, Student Organizations (ASO). She works in the Clubs Office providing support to SU Clubs through room bookings, risk management, and in-person advice and help. Charlotte also helps the CSO figure out social media, club workshops, and other SU events. Contact her at [aso@su.ucalgary.ca](mailto:aso@su.ucalgary.ca).

Tanya and Charlotte are always happy to answer any questions you may have about clubs!

## Important Dates, Contacts, and Websites

Date (2017 / 2018)	Event / Deadline
April 28	2016 / 17 <a href="#">Annual Report</a> Deadline Club <a href="#">Locker Clean-Out</a> Deadline
May 12	Spring / Summer <a href="#">Special Events Funding</a> Deadline (events July 1, 2017 – August 31, 2017)
August 1	Weekly <a href="#">Space Bookings</a> (Fall) open
August 11	Fall <a href="#">Special Events Funding</a> Deadline (events September 1, 2017 to January 15, 2018) Applications for <a href="#">Club Lockers</a> 2017/18 Open on ClubHub
September 4	Fall <a href="#">Clubs Week</a> Registration Opens on ClubHub
September 18 - 22	Fall <a href="#">Clubs Week</a> : 9:00am – 4:00pm in the North and South Courtyards of MacHall
September 25	Foothills Campus <a href="#">ClubHub 101</a> : 1:00pm-2:00pm or 4:30pm-5:30pm in 1405A
September 26 - 28	Fall <a href="#">ClubHub 101</a> : 10:00am-11:00am or 1:00pm-2:00pm in Cassio or Escalus
September 29	Fall <a href="#">ClubHub 201</a> : 10:00am-11:00am or 1:00pm-2:00pm in Cassio or Escalus
October 13	Mandatory <a href="#">Insurance</a> Form / Fee Deadline
November 1	Weekly <a href="#">Space Bookings</a> (Winter) open
November 10	Winter <a href="#">Special Events Funding</a> Deadline (events January 16, 2018 – June 30, 2018)
January 2	Winter Clubs <a href="#">Week</a> Registration Opens on ClubHub
January 15 - 18	Winter Clubs <a href="#">Week</a> : 9:00am – 4:00pm in the North and South Courtyards of MacHall
January 23	Winter <a href="#">ClubHub 101</a> : 10:00am-11:00am or 1:00pm-2:00pm in Cassio or Escalus*
January 24	Fall <a href="#">ClubHub 201</a> : 10:00am-11:00am or 1:00pm-2:00pm in Cassio or Escalus
February 20	Eric Lahoda Memorial SU Scholarship <a href="#">Application</a> Deadline
February 27	Clubs Awards <a href="#">Nomination</a> Deadline
March 1	Weekly <a href="#">Space Bookings</a> (Spring / Summer) open
April 4	Club Awards <a href="#">Banquet</a>
April 30	2017 / 18 <a href="#">Annual Report</a> Deadline Club <a href="#">Locker Clean-Out</a> Deadline
May 11	Spring / Summer <a href="#">Special Events Funding</a> Deadline (events July 1, 2018 – August 31, 2018)

\*Only new clubs and those who did not attend a fall session must attend

- Tanya Bondareva, CSO**.....403-220-2233.....[clubsoff@ucalgary.ca](mailto:clubsoff@ucalgary.ca)  
 SU Clubs main website (and ClubHub login).....[su.ucalgary.ca/clubs](http://su.ucalgary.ca/clubs)  
 ClubHub Help.....[suclubs.orgsync.com/help](http://suclubs.orgsync.com/help)
- Hilary Jahelka, VP Student Life**.....403-220-3912.....[suvplife@ucalgary.ca](mailto:suvplife@ucalgary.ca)  
 Clubs Committee Terms of Reference  
 and SU Clubs Policies.....[suclubs.orgsync.com/appendix](http://suclubs.orgsync.com/appendix)
- SU Main Office**.....403-220-6551.....[su.ucalgary.ca](http://su.ucalgary.ca)
- MacEwan Conference and Events**.....403-210-9375.....[events@macewancentre.com](mailto:events@macewancentre.com)  
 MCEC Operations (help during events).....403-220-6556
- CEM (U of C Venues)**.....403-220-3111.....[cem@ucalgary.ca](mailto:cem@ucalgary.ca) / [classrms@ucalgary.ca](mailto:classrms@ucalgary.ca)
- Com/Media (AV in U of C Venues)**.....403-220-3711.....[commedia@ucalgary.ca](mailto:commedia@ucalgary.ca)
- Leadership & Student Engagement (CCR)**.....403-220-5824.....[lead@ucalgary.ca](mailto:lead@ucalgary.ca)

## Requirements and Expectations

### Club Constitutions

Your club's governing document provides a framework and establishes rules for how your organization operates. These structures and rules help to prevent and resolve conflicts and ensure consistency in how your club will operate over time. It ensures that the club will continue to serve its purpose and function in a way that is fair and accessible for all members, and the CSO will refer club executives to this if questions arise. When writing your club's governing document, follow our how-to guide ([available online](#)).

### Registered Club Agreement

Student Organizations that register with the SU to access funding and services must agree to uphold the values and principles of good governance and fair practice in order to retain this status. The Registered Club Agreement (see [Appendix A](#)) must be acknowledged on an annual basis by club executives. Currently, this acknowledgement is done digitally through the online registration process.

### Provisional Registration

Missing a [mandatory deadline](#) or violating the terms of registration will result in Provisional Registration (PR). Clubs on PR will have limited access to SU funding and services while the CSO investigates the infraction. This also gives clubs time to collect any necessary information required to meet the terms of registration.

Clubs that receive PR status will have 30 days to come into compliance with the Registered Club Agreement, unless otherwise stated. After 30 days, the club may lose registered status with the Students' Union. Any club that loses their registered status may apply to the CSO to re-register within one year. If a club receives PR status, the CSO will work closely with them to resolve the issue and return the club to full registered status.

Examples of infractions that would result in a 30-day provisional registration status include if a club:

- Does not complete their annual report by the stated deadline;
- Fails to provide necessary information on the annual report;
- Does not meet minimum membership requirements;
- Fails to complete the annual insurance requirement by the stated deadline;
- Fails to send two representatives to September ClubHub 101 or 201 (PR until January);
- Fails to send two representatives to January ClubHub 101 or 201 if September missed (PR until April);
- Violates the terms of use of a space operated by the SU; or,
- Violates their own constitution.

### Diversity, Exclusivity, and Advertising Policies

Registered clubs are expected to be nice to each other, to their members, and to the SU. [Appendix B](#) outlines the SU's stance on diversity and respect. See the [Club Member Conduct](#) procedure for more info, and contact the CSO for additional resources. Let's keep clubs fun!

The SU and U of C have exclusivity agreements with **Pepsi** and **Molson** – no competing products may be brought to SU Club events on campus. See the SU's [Acceptable Display](#) and [Advertising](#) policies for advertising info. On-campus promotion of media partnerships and all large banners in MacHall must be approved by the CSO.

## Mandatory Requirements to the SU

In addition to adhering to the Registered Club Agreement and their own constitution, the following are required.

### ClubHub 101 and 201

ClubHub 101 is a mandatory session held each year in September and January that covers how to access funding and services along with mandatory requirements for remaining registered with the SU. ClubHub 101 sessions are meant for new club execs or those that need a refresher after the summer months. **New for 2017:** In addition to ClubHub 101, **ClubHub 201** will be offered on [select dates](#) for more experienced execs. For both sessions, bring a laptop, tablet, or mobile device to follow along!

All registered clubs **must send two (2) representatives** to either a ClubHub 101 or 201 September session or they will receive PR status until January. New clubs that register after September, or clubs on PR status for missing a session in September, must send two (2) representatives to a January session.

### Insurance Deadline

Clubs that register with the SU are covered by the SU's General Liability Insurance for events they register with the Clubs Office. SU Club insurance is **liability only**, and clubs are required to get their own insurance for property damage liability or personal injury, as stated in the *Registered Club Agreement* (See [Appendix A](#)). The cost of the policy depends on the activities you're planning (non-cumulative pricing):

- Alcohol related events, on- or off-campus - **\$50** / year
- Non-alcohol related events, off-campus - **\$25** / year
- Non-alcohol related events, on-campus - **\$0** / year

**All clubs must complete an [insurance form](#) annually even if they have private insurance.** Without this coverage, club executives would be personally liable for claims arising from bodily injury and property damage liability, personal injury, and medical payments if an incident is to occur during approved club events or activities. Failure to complete the insurance form by the [stated deadline](#) will result in PR status, after which time the club may lose registered status.

### Event Approval

In order for the SU's insurance to be effective, the Clubs Office requires two (2) weeks' notice of **all club events**. Failure to disclose details of the activities at these events or failure to report events may result in PR status.

If events involve travel outside the city or potential physical risks, the CSO may create a waiver for participants to sign. Executives of clubs hosting events requiring a waiver must receive waiver training from the CSO, provided on an appointment-only basis. Event approval is completed [online](#).

### Annual Report

To retain registered status with the SU, all active clubs must complete an annual report by the [stated deadline](#). Failure to do so will result in PR status, after which time the club may lose registered status. A step-by-step guide is available on our [help page](#). The following details will be required to complete the annual report process:

- Current club constitution ([How-to Guide](#))
- Updated membership list – **Must** include Student ID numbers ([Template](#))

- Income and expenditures record ([Template](#))
- Bank record/statement of account
- Incoming executive list with contact details
- [Co-Curricular Record](#) verification ([Template](#))

### Alcohol-Related Events

Before hosting any event where alcohol will be served (by the club or at the venue), clubs must:

- Have paid the \$50.00 insurance fee
- Have 2 members of their executive ProServe certified, present, and sober for the duration of the event

If your club is hosting an event on campus that deals with the consumption or serving of alcohol, remember that the University of Calgary [Alcohol Policy](#) rules and regulations apply.

### ProServe

This [AGLC](#) training is offered for **free** for SU Club executives. To register:

- Send the names, personal email addresses, and positions of your execs to: [proserve@ucalgary.ca](mailto:proserve@ucalgary.ca)
- Once you receive a registration code, you have **30 days** to complete the course and exam
- Include your ProServe card number on event proposals where prompted

**Fraudulent submissions may result in PR status!**

### Insurance Assessments

If an event involving alcohol consumption is being held off-campus, the venue must be contacted and asked to list the following as additional insurers on their liability insurance policy for the date of the event:

- Your club
- The Students' Union, University of Calgary
- The University of Calgary and the Board of Governors of the University of Calgary

This certificate **must** be submitted with the event request on ClubHub. Please contact the CSO if a venue requires more information or asks to be listed on the SU's insurance policy. This usually takes 3-5 business days.

**House parties and/or pub crawls will not be approved or insured by the SU and cannot be official club events!**

### ClubHub

The main SU Clubs website, [su.ucalgary.ca/clubs](http://su.ucalgary.ca/clubs), details resources available to SU Clubs. Logging in to ClubHub provides access to most of these resources.

SU Clubs access funding, services, risk management, and registration online through ClubHub. Registered clubs will appear on the [clubs list](#). Clubs with PR status may not have full access to ClubHub.

### Portals

Every club registered with the SU has their own portal on ClubHub. Clubs may submit requests for funding, spaces, or resources using specific forms in this portal. Club executives should have administrative access to their group's portal. **New for 2017:** Club executives can now use the [Positions](#) feature on ClubHub to assign executive roles and give administrative access automatically.



### Accounts

Every individual may create a personal log-in to ClubHub. Generic club accounts are not allowed and may be removed without warning. New executives should be added to club portals by outgoing execs.

### Help

The CSO is your best resource for learning about ClubHub. Online resources include step-by-step walkthroughs for submitting forms, adding portal admins, creating events, and completing annual requirements.

For online help with ClubHub, visit: [suclubs.orgsync.com/help](http://suclubs.orgsync.com/help)

## Funding

The SU recognizes that clubs enhance and develop student life, and we're happy to offer the opportunity for clubs to receive for small and large events. There is [one request form](#) on ClubHub for **all types** of funding. All requests for funding are subject to availability. More information is [available online](#).

### Types of Funding Available

Start-Up	Food & Drink	Special Event	Last-Minute	Post-Evaluations
<ul style="list-style-type: none"> <li>• Up to <b>\$100.00</b> one-time only</li> <li>• Available within first year of registration</li> <li>• For club admin necessities (not food or drinks)</li> <li>• Examples: Tri-fold display, cash box, membership cards, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Up to <b>\$150.00</b> per club year</li> <li>• Available any time between Sept-May</li> <li>• Apply as many times as needed until maximum reached</li> <li>• For food / non-alcoholic drinks at registered club events</li> </ul>	<ul style="list-style-type: none"> <li>• Up to <b>\$1000.00</b> per semester</li> <li>• Pre-approval required</li> <li>• Specific deadlines to apply for pre-approval (below)</li> <li>• Applications scored by Clubs Committee based on criteria (below)</li> </ul>	<ul style="list-style-type: none"> <li>• Up to <b>\$400.00</b> per event (with 4+ weeks' notice)</li> <li>• Up to <b>\$200.00</b> per event (with 2-4 weeks' notice)</li> <li>• Cutoff for notice is Wednesdays at 4:30 pm</li> <li>• Same process and criteria as Special Event Funding</li> </ul>	<ul style="list-style-type: none"> <li>• To receive reimbursement for pre-approved funding (SE &amp; LM), all eligible receipts must be submitted <b>within 30 days of the event</b>.</li> <li>• Reimbursements are processed every two weeks via direct deposit</li> </ul>

### General Guidelines

The [Student Organizations Funding and Services Procedure](#) details the criteria established by the Clubs Committee for the distribution of funding. General rules include:

- ✓ All funding reimbursement requests require a club bank statement or void cheque showing **branch number, transit number, account number, and club name**
- ✓ All SU funding is reimbursement only
- ✓ All club funding is reimbursed via **direct deposit** made payable to clubs, not individuals
- ✓ All SU funding is **75%** of total budgeted expenses (or the net budget deficit, whichever is less)
- ✓ Special Event and Last Minute funding require pre-approval by Clubs Committee and a post-evaluation for reimbursement
- ✓ Valid receipts are necessary for all reimbursements

**To set up a club bank account:**

- Contact the CSO for a bank letter
- Specify at least 2 signing authorities
- Make an appointment with your bank (we recommend ATB)
- To change a signing authority, contact the CSO



## Deadlines

The Clubs Committee will only consider applications received before 4:30 pm on the respective deadline, no exceptions. **Last-minute** funding has a rolling deadline of 4:30pm on Wednesdays. For **Special Event** funding:

Event Dates	Application Deadline
July 1 - August 31	Second Friday in May
September 1 - January 15	Second Friday in August
January 16 - June 30	Second Friday in November

## Special Event & Last-Minute Funding Criteria

To receive pre-approval, include a complete budget (use [this template](#)). An “alternate” budget showing the bare minimum of funding required for the event will also be considered. Clubs Committee evaluates all applications based on the criteria below, to be entered (in paragraphs of around 300 words each) online. The [ClubHub form](#) itself also goes into more detail about funding criteria and how to fill out the application.

### Applications will be scored by Clubs Committee based on:

- Quality of the application
- **NEW for 2017:** Fit of event with a Club Awards category
- Benefit of event to club members and campus community
- Impact and accessibility of event
- Alternative funding plans and financial need
- Validity of expenses

### Eligible expenses include:

- Food and non-alcoholic beverages
- Advertising and promotions
- Costs associated with the production of the event

### Ineligible expenses:

- Alcohol
- Airplane tickets
- Gifts, prizes, or honorariums (including guest speaker accommodations)

Clubs submitting Special Event & Last-Minute funding applications should consider the criteria listed on the [Student Organizations Funding and Services Procedure](#), specifically article 7(1). Validity of expenses is further explained in article 7(4). Remember, **quality** of funding applications is just as important as **content**! Fundraisers or profit events will not be considered for Special Event & Last-Minute funding. The CSO is available to help with funding applications.

Clubs will not receive any money prior to their event. A [Post-Evaluation Form](#) with valid receipts must be submitted **within 30 days** of the club event in order to receive a funding reimbursement.

### Quality Money

Although not specifically for clubs, [Quality Money](#) is a unique partnership between the SU and the U of C that allows the campus community to create and implement projects identified as priorities for students. If you're looking to fund a renovation on campus, start a long-term initiative, or just have general ideas for how to improve the U of C campus, apply or check out the [Quality Money Tip Sheet](#) to get started.

### SU Travel and Conference Funding

Although not specifically for clubs, the SU's [Travel and Conference Funding](#) is intended to help individuals cover the cost of attending conferences and other off-campus events. To apply, go to the [Students' Union Website](#) and follow the instructions found there.

### LSE Student Activities Fund

Although not specifically for clubs, the [Leadership and Student Engagement Office](#) (UofC) offers financial support to student initiatives that promote student engagement. This fund is intended to allow students to participate in experiences that enhance leadership, educational, and professional development goals.

### SU Sustainability Fund

Although not specifically for clubs, [Sustainability Fund](#) grants are intended for on-campus projects that work on inspiring, creative, and impactful environmental projects at the U of C.

### Awards & Scholarships

The Students' Union proudly recognizes outstanding clubs for their contributions to the quality of student life.

#### Club Awards

Any individual may nominate any club for one or more of the following categories:



Nomination forms and award criteria are available [on ClubHub](#) (forms open in the winter term). Deadlines are posted [above](#). Winning clubs are recognized at the Annual Club Awards Banquet in April. Each award includes a \$250.00 honorarium for the club.

### Eric Lahoda Memorial SU Clubs Scholarship

Created in 2008 to honor former student and dedicated club executive Eric Lahoda, this scholarship is made possible through the SU's [Quality Money Program](#). Applicants must:

- Be a returning full-time U of C student in good academic standing (GPA of 2.0 or higher)
- Have completed at least one year of full-time study at U of C
- Have participated in an SU Club for at least one semester previously
- Made innovative, lasting, unique, or otherwise positive contributions to student life through their club

Application forms are available [on ClubHub](#) in the winter term. Deadlines are posted [above](#). Winners are chosen by Clubs Committee and recognized at the Annual Club Awards Banquet in April. There are 10 awards valued at \$1000.00 each.

### Other Award Opportunities

Every year your Students' Union supports U of C students through student awards. Student donations through the peer bursary levy lead to over \$1 million in bursaries distributed to deserving students. The SU provides several awards to outstanding students who excel in a variety of areas, including the Laurence Decore Award for Student Leadership (10 x \$1000.00 available annually). Applications and information are [available online](#).

### Spaces

Registered Clubs have access to a number of free bookings in the MacEwan Conference and Events Centre (MCEC) and elsewhere in the University of Calgary through Conference and Events Management (CEM).

### Clubs Areas

The SU provides two areas for Clubs to use at their convenience. The West Clubs Area (MSC 279, beside the Stör) is where you can find the CSO's office, lounge and powered work spaces, 7 bookable workrooms, 58 club lockers and storage cages, and more. **New for 2017:** The Clubs East Area (MSC 130, behind Jugo Juice) was renovated for September 2017 and includes a boardroom, 135 club lockers and storage cages, as well as meeting and study space. The East Clubs Basement also has two separate entrances, allowing clubs easy access to their club lockers while the SU's Volunteer Tax Program is present.

- Fall/Winter Hours: 8:30am – 10:00pm Monday-Friday, 9:00am – 5:00pm Weekends, Closed Holidays
- Spring/Summer Hours: Subject to change. Check the SU Clubs [website](#) for exact hours.
- Note: The East Clubs Basement space is shared with the SU's Volunteer Tax Program from February to April, during which clubs will be able to access their lockers, but not the common spaces.

### Workrooms

These spaces may be booked for up to two hours at a time by Registered SU Clubs using the online form found under the "workrooms" tab on the SU Clubs website [Space Booking page](#). Any abuse of this booking system (i.e. non-club bookings) will result in loss of booking privileges.

### Lockers

Club lockers may be reserved for Fall and Winter semesters starting in August using the [Locker Request form](#) on ClubHub. Lockers are assigned on a first-come, first-served basis. No summer storage is provided.

### Display Case

Clubs may reserve the Display Case by the West Clubs Area for up to 2 weeks per semester to promote registered events. Rules and request forms are available [on ClubHub](#)! Reservations are first-come, first-served.

### MacEwan Student Centre (MSC)

The SU manages the conference rooms and bookable space in MSC through MacEwan Conference and Events Centre (MCEC). Clubs may book most spaces and equipment in MSC at no charge.

### General MSC Booking Policies

- Only designated bookers (2 per club) may request reservations
  - Become a MCEC Designated Booker by using the [Positions](#) feature on ClubHub
- Minimum **ten (10) business days'** notice for all MCEC reservations
- Minimum **three (3) business days'** notice for cancellations or setup changes, otherwise a \$100.00 fee (same applies for no-shows) and future booking restrictions may be applied
- Events requiring **catering** or requesting "special event spaces" (see below) require **five (5) weeks' notice**
- Clubs may request spaces during regular operational hours as defined by MCEC
- In consultation with the CSO, MCEC has final say over the use of their spaces
- See [Appendix C](#) for Room Booking Conditions and [Appendix D](#) for Table Booking Conditions
- Failure to disclose activities or breach of MCEC terms and conditions may result in PR status for the club

All bookings in The Den (including cabarets) must follow the [Den & Black Lounge Space Booking Procedures](#). All club space bookings **must** be done through ClubHub, no exceptions.

### Bookings in MSC

To book a space in MSC (including Cabarets or events in the Den, Black Lounge, and Red Room), complete an [Event Request](#) on ClubHub. All MSC spaces can be reserved with only one step!

Conference Rooms	That Empty Space	South Courtyard	Special Event Spaces	Tables
• Two free 4-hour bookings per week	• Two Free 8-hour bookings per month	• Two free 8-hour bookings per semester	• 50% off • North Courtyard, Ballroom, and Hall	• 10 free "info," 1 free "sales" per semester

Clubs may "block book" rooms for weekly events in advance, but only after certain dates:

- Fall term: **August 1**
- Winter term: **November 1**
- Spring / Summer term: **March 1**

Clubs may also book spaces for special events (one-time occurrences) based on the following conditions:

- Clubs may book **four months** prior to their event
- Additional rooms beyond the maximums listed above will be booked at a **50% discount** off the full price
- If clubs book more than four months in advance, they will be charged **full price**
- Clubs may **not** sublet spaces or make bookings on behalf of another organization

### Charity Space Grants

This non-monetary grant is intended to help clubs host fundraisers in MSC that would otherwise incur a cost.

- The Clubs Committee may provide clubs with available space owned by the SU in MacHall at an extra discount (up to 100%). Labor, tax, gratuity, SOCAN, Re:Sound, and other fees still apply
- There are a limited number of charity grants available each year
- This grant cannot be used in conjunction with any other SU funding, such as Special Event Funding

Clubs are eligible to apply for this grant if:

- The event raises more than 75% of the waived fees
- All event proceeds go to a **registered charity**
- The application is received a **minimum of 6 weeks** prior to the event. Late applications will not be accepted or approved under any circumstances
- The event is to be held in a “Special Event” space: **the MSC North Courtyard, MacEwan Ballroom, or MacEwan Hall**

Apply for a Charity Space Grant directly in your [Event Request](#) on ClubHub and include as much detail as possible. The Clubs Committee will review your application after an MCEC Event Planner has reserved a space for your event.

### Equipment and A/V

In MSC, Clubs receive free chairs, tables, podiums, whiteboards, LCD projectors, DVD players, televisions, DVD players, microphones, etc. upon request. Large PA equipment is not available through MCEC or the Clubs Office. Additional A/V equipment may be provided in certain spaces by the club at their expense. Options include [U of C Com/Media](#), borrowing from other clubs, or other off-campus equipment providers (Long & McQuade, etc.).

### Catering & Food Rules

SU Clubs may bring outside food in to MCEC areas for events that are open to club members only. Clubs **MAY NOT** hire outside catering for their events, but may bring pre-purchased food, snacks, non-alcoholic drinks, etc. for private club events.

- No food or drink sales or giveaways are permitted in MSC South or North Courtyards, including at tables
- Clubs are not permitted to cook food in MCEC or MSC areas
- Outside alcohol is not permitted under any circumstance in MCEC or CEM areas. Bar service is available through MCEC catering for private events

Clubs are eligible for a 20% discount on the MCEC regular in-house catering [menu](#) for events held in MSC. A 17% gratuity and 5% GST will be added.

- Deliveries to rooms outside MSC are available through the MCEC at full price
- If you would like catering or bar service, please indicate this on the Space Booking Form and MCEC will contact you directly

## Outside of MSC – Conference and Events Management (CEM)

The University of Calgary manages all spaces outside of MacEwan Student Centre including classrooms, tables and green spaces. Certain tables in CEM spaces may be used for bake sales at the discretion of the venue manager. All club events must be registered on ClubHub before a space is booked.

- [Book Tables](#) outside of MacEwan Student Centre
- [Book Classrooms](#) outside of MacEwan Student Centre
- [Book Green Spaces](#) at the U of C ([map](#))
- [Book AV](#) in these spaces through Com/Media

### General Guidelines

- 2 free classroom rentals per calendar month
- 40% off additional bookings, or 15% off if admission is charged
- Only 2 designated bookers (different application from MCEC form) per club
- Minimum **10 business days'** notice for all CEM rentals
- Minimum **5 business days'** notice for cancellations
- All bookings are subject to availability and discretion of CEM at all times
- Catering in CEM-allocated spaces must use *Aramark* as per the CEM booking policy
- Read the [CEM Booking Policy](#) or visit [ucalgary.ca/cem](http://ucalgary.ca/cem) for more information
- AV is **free** in [certain spaces](#) but must still be booked **separately** in advance through Com/Media.

### Gyms, Courts, and Kinesiology Spaces

Registered clubs receive a discounted rate of 50% off regular rate. Spaces can be booked by contacting Karen Delaney ([delaney@ucalgary.ca](mailto:delaney@ucalgary.ca)). 2017/18 SU Club rates (plus GST) are set by Kinesiology and are as follows:

- \$38.04/hour – Aux Gym, Dance Studio
- \$45.76/hour – Gold Gym
- \$54.03/hour – Jack Simpson Gym (1 court)
- \$57.33/hour – Red Gym
- \$19.30/hour – Classrooms and small seminar room (KNA 120)

## Programs and Resources

### Junior Executive Program

Your club is important to you, so make sure it's around once you've graduated. The SU encourages clubs to plan for the future of their organizations by recruiting **executives in training**. It's up to you how to manage these Jr Execs, but we'll provide help and training along the way. **New for 2017:** If you're looking to be a part of the Jr Exec program but not sure where to start, you can check out some [helpful resources](#) on the SU Clubs website.

### Executive Workshops

Join the CSO for interactive round-table discussions on important topics relevant to running your club. **New for 2017:** Workshops are now organized by general topic, and will cycle through the same sessions in the Fall semester and in the Winter semester, so if you miss one in the Fall there's no need to worry. Check out the schedule [online!](#)

### Workshops on Demand

Can't make it to the scheduled workshop sessions? Have a new exec team that needs a kick-start? Want to brush up on specific topics? Email the CSO to set up a customized workshop just for you!

### Club Spotlight

If you're hosting a one-time event on-campus that's open to anyone, we'll promote it as a **spotlight event** and share these events across campus. Every two weeks we'll also pick one **spotlight club** to show off online and reward with \$50 direct deposited into your club's bank account. To be eligible, [request calendar sharing](#) when you register your event on ClubHub!

### Co-Curricular Records

The Co-Curricular Record (CCR) is an official transcript of volunteer positions you've held during your time at the U of C – and being an exec on an SU Club counts! The CCR is administered through the U of C's [Leadership and Student Engagement Office](#). Check out the [CCR FAQ](#) for full details.

### Service On Demand

Find volunteer opportunities for your club on an ongoing basis similar to the O-Week Day of Service. Give back to your community while developing leadership skills and improving teamwork. [Register here](#).

### Alumni Engagement

Looking for a dynamic speaker for your next event? With over 100,000 UCalgary Alumni working and living in Calgary, opportunities exist to engage with leaders in a number of industries! [Email the Alumni Office](#) today.

### Club Alliances

Many student groups have similar interests. Some examples of clubs with similar interests coming together to co-host events, share resources, and collaborate on ideas to improve student life include the [Sustainability Clubs Alliance](#), the Interfaith Alliance, and the Mental Health Alliance. Club alliances don't get special privileges from the SU, but new ways to work together are always encouraged!

**For more information about SU Clubs programs and resources, visit:**

[suclubs.orgsync.com/resources](https://suclubs.orgsync.com/resources)

### More Discounts, Rentals, Programs, & Freebies

Registered Student Organizations have access to innumerable services on campus. Most of these services can be requested on ClubHub under the "Forms" tab in your club's portal. Here are a few examples:

#### Free Pop / Water

Every club may request up to 48 cans of pop or bottles of water per semester for registered club events. Rules:

- **10 business days'** notice is required using [this ClubHub form](#), no exceptions
- All requests based on availability, selection may vary at time of pick-up



### Popcorn Machine

Renting That Empty Space for a movie? Make your own snacks in-house! Rules:

- **10 business days' notice** is required using [this ClubHub form](#), no exceptions
- \$25.00 rental (non-refundable) + \$25.00 cleaning deposit (refundable if machine is cleaned)
- Includes 3 free packages of popcorn kernels (approx. 30 bags of popcorn), Additional bags \$3.00 each

### UCalgary Email: Office 365

Due to changes in UCIT procedures, we are unfortunately unable to create new @ucalgary.ca email addresses for clubs. If a solution emerges, clubs will be able to request an @ucalgary.ca email per club on ClubHub. Updates will be posted on the [SU Clubs website](#).

### The Loop

Clubs receive free promo on The Loop screens in MSC for upcoming events! Ten business days' notice is required. Full rules and request forms are available [on ClubHub](#).

### Club Discounts

Make sure you get your club cards from the CSO in September. SU Club Card holders are entitled to:

- *Stör* – **10% off** all products (except newspapers, phone and gift cards, ski passes, 2-for-1 candy promotions and all Calgary Transit products)
- *Bound & Copied* – **10% off** black and white photocopying and faxing (exclusions apply)
- *Den & Black Lounge* – Tuesday after 5pm is Clubs Night; club members receive a **15%** food discount

Club discounts are for SU Club Card holders only and are not transferrable. SU Registered Clubs may distribute Clubs Cards, available in the SU Clubs Office in August, to members. Cards expire annually on April 15.

### Student Medical Response

Made possible by collaboration between the SU Wellness Centre, Campus Security, and SU Quality Money, this 100% student volunteer run and organized team of first responders, paramedics, firefighters, lifeguards, nursing students, and medical students is available to provide services at SU Club and community events that might require a medical team on standby. See [ucalgary.ca/wellnesscentre/services/smr](http://ucalgary.ca/wellnesscentre/services/smr) or email [smrt@ucalgary.ca](mailto:smrt@ucalgary.ca).

### Bystander Intervention Training

Developed in conjunction with UCalgary Strong, this training is available to any student group that requests a session. These fully customized 1.5 hour seminars are administered by the Conduct Office and incorporate training on hazing, discrimination, harassment, and ways to assess and avoid or intervene in these situations. Email [bystander@ucalgary.ca](mailto:bystander@ucalgary.ca) to register today!

## Club Member Conduct

[Appendix B](#) defines discrimination and harassment and sets expectations for respectful, diverse, and safe spaces. All students are bound by the [University's Conduct policies](#). Neither the SU nor club executives can interpret or enforce university policies, but by working together we can address any concerns brought to us by club members by directing them to the right resources to help resolve conduct concerns.

**If you are being harassed, sexually harassed, or discriminated against, talk to a club executive or the CSO. If a club member tells you about an incident involving another member or at a club event, it is your responsibility to let a club executive know. Executives must inform the CSO if a club member reports misconduct. In either case, take appropriate action immediately to resolve the issue and prevent it from escalating by following these recommendations:**

- Keep a record of the misconduct and anyone who may have witnessed it. Write down details.
- If you feel comfortable doing so, communicate your concerns to the offending party. Tell them the behaviour is unwelcome and ask that it stop. This can be done in person or in writing, but it doesn't have to be your first step. If possible, save copies of any communication you send or receive related to the concern.
- **Contact the Coordinator, Student Organizations** ([clubsoff@ucalgary.ca](mailto:clubsoff@ucalgary.ca) or 403-220-2233). They will help direct you to the appropriate resource.
- Clubs should not mediate or adjudicate conflict on their own. Alleged student misconduct (including violations of the Student Non-Academic Misconduct Policy, Sexual Violence Policy, or Harassment Policy) should **always** be referred to the Student Conduct Office via the CSO for resolution.
- The CSO may recommend contacting **on-campus resources**, including:
  - [Campus Security / Safewalk](mailto:safewalk.request@ucalgary.ca) ([safewalk.request@ucalgary.ca](mailto:safewalk.request@ucalgary.ca) or 403-220-5333)
  - The University's Student Conduct Office ([conduct@ucalgary.ca](mailto:conduct@ucalgary.ca) or 403-210-3868)
  - The University's [Office of Diversity, Equity, and Protected Disclosure](#) (403-220-4086)
  - The University's [SU Wellness Centre](#) (403-210-9355)
  - The University's Sexual Violence Support Advocate (403-220-2208)
  - The University's [Women's Resource Centre](#) (403-220-8551)
  - The [Distress Centre](#) (off-campus resource) (403-266-4357)
  - The [Calgary Sexual Assault Response Team](#) (off-campus resource)

It is the club executive's responsibility to ensure that all club members (student and non-student) are aware of the University of Calgary Sexual Violence, Harassment, and Student Non-Academic Misconduct Policies. If, at any point, a member is the subject of an investigation related to a complaint under one of these policies, the Student Conduct Office may recommend that their attendance at club meetings or events may be restricted until the matter is resolved.

## Appendix A: Registered Club Agreement

*As a Club Executive for an SU Registered Student Organization, I the undersigned, confirm that I have fully read and understood the Students' Union's Clubs Committee Terms of Reference, the Student Organization Registration Procedure, and Clubs Manual in their entirety. In accordance with these policies and procedures, our club agrees to:*

1. *Maintain a minimum of 20 members, at least two-thirds of whom are current undergraduate students enrolled at the University of Calgary.*
2. *Operate according to a complete and properly ratified governing document (i.e. a constitution or bylaws) as submitted to the SU.*
3. *Submit a current version of the club's governing document within two weeks of any amendments.*
4. *Have a Club Executive that is designated responsibility for ensuring compliance with SU and University of Calgary policies and procedures. The club agrees to designate at least four members as a Club Executive, all of whom must be current undergraduate students enrolled at the University of Calgary.*
5. *Submit a properly completed Annual Report to the SU by April 30.*
6. *Abide by all requirements established in SU policies and procedures at all times.*
7. *Abide by University of Calgary policies and procedures, as well as federal, provincial, and municipal legislation.*
8. *Send two representatives to a ClubHub 101 or 201 session each year before it may access SU funding, services, and other benefits.*
9. *Submit an insurance fee form and pay the prescribed insurance fee according to deadlines established by the Coordinator, Student Organizations.*
10. *Obtain, at its own expense, additional insurance for its off-campus events as required by the SU.*
11. *Pay for all goods and services provided by the SU within the prescribed time period.*
12. *Submit event proposal forms in a timely manner and according to any deadlines established by the Coordinator, Student Organizations.*
13. *Collect and submit waivers and risk assessments when notified by the SU of a requirement to do so.*
14. *Ensuring that a minimum of two Club Executives complete ProServe training in advance of any club events that may involve alcohol.*
15. *Pay for repairs or replacement of SU or university property, for any of its members are responsible for damage, either through willful action or negligence.*
16. *Be responsible for the maintenance and security of the club internet (email) account and the club space, including all property, real and personal, assigned by the SU.*
17. *Fulfill transition requirements when a new Club Executive is elected. These transition requirements include but are not limited to:*
  - a. *Transfer of Club Hub accounts.*
  - b. *Awareness of SU policies and procedures.*
  - c. *Transferring custodianship of club records and materials including office and mailbox keys, locker combination, passwords to email accounts, etc.*

*The club understands that failure to comply with any of the above terms of registration may result in the suspension of the club's access to funding, services and other benefits offered by the SU.*

*The club understands and agrees that the SU may grant Provisional Registration status. The club agrees to comply with conditions established by the Coordinator, Student Organizations for continued registration with the SU. At the sole discretion of the SU, the Coordinator, Student Organizations has the right to immediately suspend the club's access to funding, services, and other benefits if the terms of registration are violated.*

*The club understands and agrees that the SU Students' Legislative Council (SLC), Clubs Committee, other SU committees, the Review Board, or the Tribunal may make decisions or determinations at any time without notice that may impact the club's status with the SU or the club's ability to access funding and services offered by the SU. The club agrees to abide by and comply with any decision or determination.*

*The club understands and agrees that any funding and services made available to student organizations is subject to the availability of funds, equipment, or space as provided for in the SU's annual budget and other Union Policy. Annual allocations for funding and services for student organizations is based on the club year (May 1 to April 30) and is subject to operational procedures and administrative processes such as deadlines and application requirements.*

## Appendix B: Diversity, Equity, and Safe Spaces

The Students' Union values all students and is committed to providing them with a positive environment for all aspects of the student experience, including club participation. Discrimination and harassment are prohibited by law and by university policy and will not be tolerated. Any behaviour that threatens a fellow club member's dignity and worth is unacceptable. It is everyone's responsibility not to harass others and contribute to a harmonious atmosphere in the clubs area.

### *Discrimination*

Whether intentional or unintentional, discrimination is unfair, differential treatment of individuals and groups based on prejudice, stereotypes, ignorance, and fear, for which there is no bona fide or reasonable justification and which imposes burdens, obligations, or disadvantages on individuals or groups. All clubs must acknowledge the following membership disclaimer in their constitution:

*You may not restrict membership based on a group characteristic such as age, ancestry, colour, family status, marital status, physical or mental ability, place of origin, political belief, race, ethnicity, religion, sex, gender identity or expression, or sexual or romantic orientation, unless it can be proven to the reasonable satisfaction of the Clubs Committee that the membership restriction is intended to protect members of a group who share the same protected characteristics.*

### *Harassment*

Harassment is a form of discrimination which involves unsolicited and unwelcome attention from a person who knows or reasonably ought to know that such behaviour is unwelcome. Such unwelcome comment or conduct is intimidating, threatening, demeaning, or abusive and may be accompanied by direct or implied threats to grades, status or job. Harassment has the impact of effect of creating a hostile or poisoned work or study environment and limits individuals in their pursuit of education, research or work goals. Harassment can be discriminatory, sexual or personal in nature.

Consistent with the [Alberta Human Rights, Citizenship and Multiculturalism Act](#), the University of Calgary prohibits discrimination and harassment on the following grounds: race, religious beliefs (including native spirituality), colour, gender, gender expression, physical or mental disability, age, marital status, family status, ancestry, place of origin, source of income, sexual orientation or political beliefs.

## Appendix C: MSC Room and Public Space Booking Conditions and Restrictions

1. All food consumed in the MacEwan Conference and Events Centre must be purchased from their catering service. Outside food cannot be consumed in any of the meeting rooms booked through the SU. The only exception to this rule is if your event is closed to the public (i.e., for club members only). If you are planning on ordering or bringing food into your room booking, you must notify the CSO. You must also follow all health and safety regulations outlined at [su.ucalgary.ca/sufoodhandling](http://su.ucalgary.ca/sufoodhandling). Your club is responsible for clean-up. Failure to do so may result in extra costs. No food or drinks are permitted in the North or South Courtyards.
2. Under no circumstances may outside alcohol be consumed in the MacEwan Conference and Events Centre. Bar service is available from MCEC catering (no discount). All club insurance and Pro-Serve/ASIP requirements must be complete and your event must be in accord with the [University Of Calgary Use Of Alcohol Policy](#).
3. To receive the space booking benefit, the club must be the primary organizer of the event and two-thirds of participants must be undergraduate students. Clubs are not permitted to sublet their meeting space or discounts to other groups. Space booking privileges will be suspended for violation of this rule.
4. All space bookings are subject to availability and may change without notice. The MacEwan Conference and Events Centre reserves the right to alter bookings at any point prior to 3 business days in advance of the event. If this should happen, the club will be contacted and every effort will be made to locate another space that conforms to the specific needs of the booking. Should the MacEwan Conference and Events Centre wish to move a club booking less than 3 business days in advance of the event, they must consult with the club representative and attempt to negotiate an acceptable alternative. If no solution acceptable to both parties is reached during these negotiations, the original club booking must be honoured.
5. Clubs are responsible for ensuring that noise generated by their events does not disturb other students or the businesses and departments housing MSC. The SU reserves the right to terminate an event after reasonable warned related to noise.
6. The SU reserves the right to request a deposit on any club booking. Failure to pay the deposit will result in the cancellation of the event.
7. Standard room set-ups are included in the room booking. Labour charges for the physical set-up of the room may be added to a booking if there are unusual circumstances (i.e., quick turnaround requirements or excessive labour needs due to extensive set-up). Costs associated with the excessive cleaning or repair of rooms and equipment are the responsibility of the club.
8. Payment of all invoices is required within 30 days of the event. Any clubs with outstanding debts to the SU will have their privileges suspended and may lose their registered status with the SU.
9. A minimum of 3 business days' notice must be given for a cancellation. Not showing up within 60 minutes after the start time of your booking will be treated as a cancellation. Failure to adhere to the cancellation policy will result in a cancellation fee of \$100.00. This fee must be paid to MCEC prior to booking privileges being restored.
10. If your event involves showing a movie you are responsible for abiding by copyright laws. If the movie can be found on [criterionpic.com](http://criterionpic.com), then the SU already has a license, and the club can show the movie. If not, contact the university's copyright office at 403-220-3721 to make arrangements for obtaining copyright permission for the showing. You must provide the CSO with proof that you have obtained permission to show the movie.

## Appendix D: MSC Table Booking Conditions and Restrictions

1. Clubs may not sublet their table booking privileges to another group. Table booking privileges will be suspended if this rule is violated.
2. When using a table booking, stay within one meter of your table. Approaching people walking by is not permitted, nor is leaving printed materials anywhere other than your table.
3. The SU reserves the right to limit table bookings to a maximum of five in any one-week period for any one club.
4. All club table bookings must be paid in full in advance.
5. The SU reserves the right to refuse anyone promoting information of a controversial nature. Materials must be reviewed prior to the first reservation date.
6. Vendors must conform to all requirements specified by law and are responsible for the purchase of any operating licenses required. Selling trademark goods or knock-off brand names is permitted only with express written consent of the trademark or brand name holder.
7. Self-prepared foods, such as baked goods, are not permitted for sale in MacEwan Hall. Selected tables are available through the University of Calgary's Conference and Events Management for bake sales (see: [ucalgary.ca/cem](http://ucalgary.ca/cem))
8. The club must adhere to provincial and municipal laws regarding the sale of raffle tickets and other forms of gambling.
9. Clubs must adhere to the SU's exclusivity agreements.