



Last Updated November 2020

Guide to Funding, Services, Rights,
and Responsibilities of SU Registered Clubs

SU CLUBS MANUAL

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COVID-19 & SU REGISTERED CLUBS

Due to the ongoing COVID-19 pandemic, the requirements and expectations for SU Clubs have had to change and adapt. Some of our regular programs and services will look different this year. The Clubs Manual has been updated throughout, however, **some of the information contained in the Clubs Manual may not apply in the same ways as previous years.**

We in the Clubs Office greatly appreciate the passion clubs bring to our campus community, as well as your patience and understanding as we work to keep everyone safe and healthy. If you have any concerns regarding COVID-19 and your club's operations, please email the Clubs Office at clubsoff@ucalgary.ca. **We're here to support you!**

Due to the evolving nature of COVID-19 and public health orders, restrictions and guidelines, content of the Clubs Manual may change throughout the year as we continue to adapt. Please watch for [any updates online](#) to ensure you have the most recent information!

MANDATORY DEADLINES & REQUIREMENT CHANGES

You can find specific changes, such as dates/deadlines, [here in the Clubs Manual](#).

- **ClubHub 101** sessions will be available as online video tutorials with an accompanying quiz component. Two Executives from each club must complete the sessions.
- **Clubs Insurance** remains unchanged.
- **In-Person Club Events** must now be submitted **15 business days (3 weeks)** before the event date. **Online Club Events** must be submitted at least **10 business days (2 weeks)** before the event date. There are now additional requirements in the ClubHub event submission form to ensure safety of event attendees and adherence to COVID-19 public health orders.

OTHER COVID-19 CHANGES TO CLUB OPERATIONS

- Many **on-campus venues** for club events (including Clubs Spaces, MacEwan Conference & Event Centre rooms such as That Empty Space, Cassio A/B, etc.) remain closed to the public until further notice. **Clubs Manual pages 8-14 may not apply**, depending on individual venue statuses and requirements.
- **Club lockers, the display case, and trifold storage areas** remain closed to the public until further notice.
- Some changes to **SU Club Funding** have been implemented, and **Clubs Manual pages 15-17 may not apply**, depending on the type of funding and current requirements. Changes include:
 - Special Event Funding has been **temporarily suspended**, until further notice.
 - **Last-Minute Funding now requires 15 business days' notice** for the \$200.00 category, up from 10. The \$400.00 category still requires 20 business days' notice before the event.
 - Changes to what is **eligible for reimbursement** have been implemented for Last-Minute Funding (personal protective equipment, sanitizer, etc. are now **eligible items**) and Food & Beverage Funding (self-serve/buffet-style or shared food and beverage items are **no longer eligible expenses**).

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STUDENTS' UNION (SU)

The SU is made up of elected student government (SLC) and administrative staff, and provides essential services for students. The SU is the students' voice on the quality of education, student life, and the affordability and accessibility of your university education. Most importantly, the SU believes clubs are one of the best ways to enhance your experience at the UCalgary. Visit the [SU Website](#) to learn more.



REGISTERED CLUBS

SU Registered Clubs are autonomous, and provide student-run initiatives intended to improve student life at UCalgary. Although student groups or clubs do not need to register with the SU to exist on campus, registering your organization with the SU provides access to freebies, perks, services, and other [benefits](#),

CLUB AUTONOMY

All SU Registered Clubs must adhere to the [Registered Club Agreement](#). The SU recognizes the autonomy of Registered Clubs and acknowledges the freedom granted to Student Organizations to establish, interpret, and practice their own governing documents, provided that they act in compliance with said governing documents and practice good governance. The expressed views and activities of Registered Clubs do not represent the views of the SU or current elected officials. The SU reserves the right to revoke the status of a Student Organization for not complying with SU policies and procedures, or that of their own governing documents. While SU employees are here to help if an issue arises, the SU does not have the authority to adjudicate inter-club, intra-club, or interpersonal conflict and will refer these matters to the [appropriate campus resource](#).

CLUBS COMMITTEE

The Clubs Committee (CC) is a standing committee composed of elected student representatives from the Students' Legislative Council. They establish principals and strategies for how the SU supports clubs.

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

THE CLUB OFFICE — CSO & ASO

The Coordinator, Student Organizations (CSO) is a full-time SU staff member who administers club programs by working with the CC and VPSL. Monique Dyson is your CSO (also known as "Clubs Coordinator"). The CSO is an advocate for SU Clubs and a resource for useful information!

The Assistant, Student Organizations (ASO) is a part-time SU staff member who provide support to SU Clubs through room bookings, risk management, in-person help and more. Come by the Clubs Office and say hello!

Follow the Clubs Office at:

Facebook: /SUUofCCLubs

Instagram: @SUUofCCLubs

IMPORTANT DATES



Date (2020/21)	Event/Deadline
May 15	2019/20 Annual Report Deadline & Club Locker Clean-Out Deadline
Cancelled (COVID-19)	Weekly Fall Space Bookings Open (MacHall)
Cancelled (COVID-19)	Fall Special Events Funding Deadline, Locker & Pop Requests Open
August 24	50 Days of Clubs Registration Opens
September 14—November 30	50 Days of Clubs
September 25	Fall 2020 ClubHub 101 Video Tutorials Completion Deadline (11:59 PM)
October 16	Insurance Form & Fee Deadline
January 4	Winter 2021 Clubs Week Virtual Fair Registration Opens
January 6	Winter 2021 ClubHub 101 Video Tutorials/Quiz Available
January 11	Club Awards Applications Open
January 19 - 21	Winter 2021 Clubs Week Virtual Fair
January 22	Winter 2021 ClubHub 101 Video Tutorials - Quiz Deadline (11:59 PM)
February 23	Club Awards and Eric Lahoda Scholarship Application Deadline
March 1 (Subject to Change)	Spring/Summer 2021 Weekly Space Bookings Open (MacHall)
TBD (COVID-19)	Club Awards Banquet
April 30	2020/21 Annual Report Deadline & Club Locker Clean-Out Deadline
May 14	Spring/Summer 2021 Special Events Deadline

***Bolded items are mandatory for SU Registered Clubs**

NOTE: Due to the evolving nature of the ongoing COVID-19 pandemic, details regarding the Spring/Summer 2021 intersessions have not been finalized. Any changes or announcements will be communicated via email and ClubHub News, so stay tuned!

CONTACTS AND WEBSITES

Dominic Krile, CSO	Ph: 403-220-2233	E: clubsoff@ucalgary.ca	W: su.ucalgary.ca/clubs
Colson Buchanan, ASO		E: aso@su.ucalgary.ca	
Assad Ali Bik, VPSL	Ph: 403-220-3912	E: suvplife@ucalgary.ca	
SU Main Office	Ph: 403-220-6551	E: reception@su.ucalgary.ca	W: su.ucalgary.ca
MacEwan Conference and Events Centre (MCEC)	Ph: 403-210-9375	E: events@macewancentre.com	W: macewancentre.com
Conference and Events Management (CEM)	Ph: 403-220-3111	E: classrms@ucalgary.ca	W: ucalgary.ca/cem





REGISTERED CLUB AGREEMENT

All SU Registered Clubs must adhere to the [Registered Club Agreement](#) in order to access SU funding and services. This acknowledgement is completed digitally through the online registration process.

CLUB CONSTITUTIONS

Each club that registers with the SU must have a [Club Constitution](#) (or Bylaws) which acts as a governing document for the organization. This provides a framework and establishes rules for how your club operates. These structures and rules help to prevent and resolve conflicts and ensure consistency in how your club will operate over time. If questions or conflicts within a club arises, the CSO will refer to the version of this document that the SU has on file to help club executives find a solution. If a new version is approved by your club's members, this must be submitted to the SU within two weeks of the ratification.

FROZEN STATUS

Clubs that miss a [mandatory deadline](#) or violate the terms of registration will be placed on Frozen Status (FS). Clubs with FS status will have limited access to SU funding and services.

Clubs that are on FS will have 30 days to come into compliance with the Registered Club Agreement, unless otherwise stated by the CSO. After 30 days, the club may lose registered status with the SU. **Any club that loses their registered status will become Locked and may apply to re-register their club within one year. After this one year is up, the club's ClubHub portal will be removed and access to any previous club documents and information will be lost.**

WHY IS MY CLUB FROZEN?

- Didn't complete the Annual Report by the deadline (end of April) or Didn't provide necessary information on the Annual Report
- No longer meets minimum membership requirements (min. 20 members, 2/3 of whom must be undergraduate U of C students)
- Didn't complete annual Insurance Form by the deadline (mid-October)
- Didn't have two club representatives complete Fall (or Winter, if applicable) ClubHub 101 training session
- Violated terms of use of a space operated by the SU

DIVERSITY AND CONDUCT

SU Registered Clubs are expected to be kind to each other, to their members, and to the SU. See [Appendix B](#) for the SU's stance on diversity and respect. See the [Club Conduct Process](#) for more information on the SU's non-academic misconduct policy.

MANDATORY REQUIREMENTS

ALL SU CLUBS MUST COMPLETE THE FOLLOWING EVERY YEAR:

REQUIREMENT	DESCRIPTION	DEADLINE
ClubHub 101	ClubHub 101 is a mandatory online training session that covers how to navigate ClubHub and access SU funding and services. All clubs must have at least TWO (2) representatives complete the sessions in September or the club will be placed on Frozen status. New clubs or clubs who have missed the requirement can complete the January session.	Fall: Online, available September 14; due by September 25. Winter: Online, available January 6; due by January 22.
Insurance Form & Payment	SU Clubs are covered by the SU’s General Liability Insurance for events they register through ClubHub. This insurance is liability only. Clubs are required to get their own additional insurance for property damage liability or personal injury. The cost of the SU’s policy depends on what you need: <ul style="list-style-type: none"> • Non-alcohol events, on-campus: \$0/year • Non-alcohol events, off-campus: \$25/year • Events with alcohol: \$50/year 	October 16 at 4:30pm All clubs will need to fill out their insurance form and complete any payments before their first event. Insurance may be upgraded at any time during the year.
Annual Report	The Annual Report needs to be completed by all SU Clubs each year in April. The Clubs Office will post a ‘How To Guide’ for step-by-step instructions on ClubHub when Annual Reports can be submitted.	April 30 at 4:30pm (Opens at the end of March)
Event Approval	Clubs must submit a ClubHub Event Request with at least three weeks’ notice of the event for the SU insurance to be effective. Failure to disclose all of the activities at a club event can result in Frozen status.	Ongoing: 3 weeks’ (15 business days) notice for in-person events. 2 weeks’ (10 business days) notice for online events.

EXECUTIVE TRANSITION

Set your club up for success! Make sure to let your incoming executives know about these mandatory deadlines so the club doesn’t go on Frozen Status. Communicating these mandatory deadlines to other executives helps the club ensure it will stay registered with the SU.



NAVIGATING CLUBHUB



WHAT IS CLUBHUB?

ClubHub is the online management software for SU Clubs. SU Clubs have their own ClubHub “portals”. Here, clubs can submit requests for events, spaces, funding, free pop, and more. ClubHub is a great platform to organize and manage your club and communicate with the CSO. New clubs and clubs on Frozen or Inactive Status do not have access to all of the resources on ClubHub.



CLUBHUB INTRODUCTION & NAVIGATION

Navigating ClubHub will be critical for your clubs success. In order to familiarize yourself with the new ClubHub portal, take a digital tour by checking out the ClubHub 101 Video Two: Using ClubHub tutorial video that breaks down what ClubHub is and how to use it. This video is a component of the mandatory ClubHub 101 training sessions, but the videos are accessible year-round for informative purposes!

ORGANIZATION ROSTER & COMMUNICATION

As part of the ClubHub transition, it will be your responsibility as an Executive team to ensure that your Club Executives have the proper positions with the necessary administrative access. A notable difference from the old ClubHub is that Clubs will contact the email of whomever you have nominated as your primary contact through the “contact” button. For a guide on how to update your primary contact, contact your members, create executive positions, approve/deny membership requests, etc. Check out the following Engage guide under “Organization Rosters” and the SU’s Exec Guide.

EVENT MANAGEMENT & FORMS

Event Management continues to be operated on ClubHub and is **mandatory** for all Club events: more information is available on page 8. Event submissions can only be made through the “Action Centre” or “Manage” area of ClubHub for your club, and requires Executive access to your club. Use this Engage guide for more information.

Forms are available as soon as you log-in to the portal next to “news” and can be submitted from your individual account. Please be sure to declare what Club you are applying on behalf of. For more event and form specific ClubHub navigation, including creating events check out the Engage Guide and Exec Guide.

Pro Tip: You can see your recent ClubHub activity and modify your settings by clicking on your name in the upper right-hand corner. This is where you will go to submit your change requests for funding and/or event applications.



EVENT REQUESTS

All clubs **must** submit an Event Request form on ClubHub at least **15 business days before an in-person event, or 10 business days before an online event**, as per the SU's insurance requirements. The SU's General Liability insurance covers claims up to \$1 million with a deductible of \$2,500. Leaving out event details or not submitting event requests results in FS status. Events must be approved before the event.

If your event involves travel outside the city or potential physical risks, the CSO may create a waiver for your participants to sign before the event starts. Waiver administration procedures can be found [here](#). If your event is issued a Waiver, it is mandatory to have participants sign a physical copy. Electronic submissions will not be accepted. Clubs can drop-off signed Waivers to the Clubs Office (MSC 279B) during Office Hours.

ON-CAMPUS EVENTS (\$0/year insurance)

There are a lot of free spaces available on campus for clubs to hold their events (check the next page for details), and insurance for holding events on-campus is free. You'll need to receive a booking contract to secure a space on campus—a ClubHub approval does not book you a space.

OFF-CAMPUS EVENTS (\$25/year insurance)

Even if your event is off-campus, you must submit an event request for it. Events at private residences will not be covered under the SU insurance policy, will not be approved on ClubHub, and should not be promoted as "club" events.

EVENTS WITH ALCOHOL (\$50/year insurance)

If your club is hosting an event where alcohol will be served, the correct insurance must be paid and at least **two executives** must have their **Pro-Serve Certification** and be **present** and **sober** at the event.

Getting your Free Pro-Serve:

- Send the names and personal email addresses of the execs you want certified to proserve@ucalgary.ca
- Once you receive the registration code, you have 30 days to complete the course and exam
- Once certified, make sure to include your certification number on Event Requests

Whether your event is held on-campus or off-campus, the University of Calgary [Alcohol Policy](#) rules and regulations apply. The Den, Black Lounge, Red Room, MCEC Conference Rooms, Last Defence Lounge, Red & White Club, and several other venues are covered under the University of Calgary's liquor license.

If the event will be held off-campus, the club will also be asked to provide a Certificate of Insurance from the venue with some additional insureds listed on the certificate.

Certificate of Insurance Additional Insureds:

- Name of the club
- The Students' Union, The University of Calgary, and the Board of Governors of the University of Calgary (2500 University Drive, NW, Calgary AB T2N 1N4)

An event or fundraiser that promotes alcohol consumption as the primary activity, or does not support the University of Calgary harm reduction and abstention initiatives, **will not be approved.**

EVENT SPACES (MCEC)

MACEWAN STUDENT CENTRE (MACHALL) ROOMS

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

General Booking Policies:

- **All MCEC spaces are subject to availability of the room.** Meeting all other requirements does not necessarily guarantee that the room/space you're requesting will be available. Be sure to book as early as possible for the best chance of getting the space you want!
- Only MCEC Designated Bookers may request reservations. Ensure two Club Executives are assigned this role, and be sure to fill out the [MCEC Designated Booker Form](#).
- Minimum **10 business days'** notice for all MCEC reservations.
- Minimum **5 weeks'** notice for events requiring MCEC Catering or requesting Special Event* spaces (see below).
- Minimum **3 business days'** notice for cancellations or setup changes, otherwise a **\$100.00+GST fee** (same goes for no-shows) and booking restrictions may be applied.
- Cancellations or changes must be done by emailing clubsoff@ucalgary.ca
- Operational hours in Fall/Winter semesters are 9am-10pm on weekdays and 9am-6pm on weekends. In Spring/Summer hours are 9am-4pm on weekdays except Thursdays when they are between 9am-10pm. **Weekend bookings will only be permitted based on staff availability.**
- In consultation with the CSO, MCEC has final say over the use of their spaces. See [Room Booking Conditions](#) and [Table Booking Conditions](#) for details.
- Failure to disclose activities or breach MCEC terms and conditions may result in [Frozen Status](#).

***Special Events** are events requiring payment, including catering, MacEwan Hall, Ballroom, or North Courtyard space reservation, or additional equipment.

- Clubs must book a minimum of 5 weeks and a maximum of 4 months prior to their event.
- Spaces will be booked at 50% discount off the full on-campus price (if booked more than 4 months out, club will be charged the full price).
- A 20% discount will apply to MCEC Catering except plated, off-menu, or delivered items.

EVENT SPACES (MCEC)

***Booking Allowances:**

CONFERENCE ROOMS	THAT EMPTY SPACE	SOUTH COURTYARD	SPECIAL EVENT SPACES	MACHALL TABLES
<ul style="list-style-type: none"> - Two free 4-hour bookings per week - Additional bookings 50% off regular price 	<ul style="list-style-type: none"> - Two free 8-hour bookings per month - Additional bookings 50% off regular price 	<ul style="list-style-type: none"> - Two free 8-hour bookings per semester - Additional bookings 50% off regular price 	<ul style="list-style-type: none"> - Includes the North Courtyard, Ballroom, and Hall A/B - 50% off regular price 	<ul style="list-style-type: none"> - Ten free “info” tables (inform public about club, sell club event ticket) and one free “sales” table (sell products or tickets to off-campus club events) per semester - Additional tables \$15

BLOCK (WEEKLY) BOOKINGS

Clubs may “block book” rooms for weekly events in the MacEwan Conference and Events Centre in advance, but only after certain dates. Block bookings are available one semester at a time (clubs cannot block book for the Fall and Winter semester at the same time).

Block Booking Dates:

- **August 1:** Block bookings for the Fall semester open
- **November 1:** Block bookings for the Winter semester open
- **March 1:** Block bookings for the Spring/Summer semesters open

CHARITY FUNDRAISER EVENTS

If your club is holding a fundraiser event for a charity and using a space in MacHall to hold the event, clubs may apply for the [SU Partnership Program](#). The SU will consider donating the use of facilities in the MacEwan Student Centre if all proceeds go to a registered charity. Applications must be submitted a minimum of 20 business days before the event, the event must recognize the SU’s contribution in all promotional materials, and a debrief is required.

EQUIPMENT AND A/V

Bookings made in the MacEwan Conference and Events Centre provide some free equipment upon request. Large P/A 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. Equipment maximums apply.

See the quick chart below* for more MCEC Equipment and A/V information.



EVENT SPACES (MCEC)

FREE EQUIPMENT (upon request)		PAID FOR/NOT INCLUDED EQUIPMENT	
- Chairs	- TV with DVD Player	- Tables (tall cocktail)	- Decorations
- Tables*	- Whiteboard	- Cattle Gates or Stanchions	- Extra Microphones
- Podium	- Flipchart	- Food & Drink	- Personal Laptops
- Speakers and Microphone	- LCD Projector & Screen	- Large PA Systems	- etc.
- Clubs Cart*			

*MCEC Equipment and A/V:

*Clubs can receive up to 10 free tables per booking, from a selection of 4, 6, 8, 10 or 12 foot tables, or round “banquet style” tables.

*The Clubs Cart contains a projector, screen , DVD player and a speaker.

CATERING AND FOOD

Clubs may only bring outside food into MCEC areas for events that are designated for **club members**. Clubs **may not** hire outside catering for events in MCEC spaces, but may bring pre-purchased snacks, non-alcoholic drinks, etc. Club events that are open to non-members and require food must use MCEC catering.

Clubs intending to sell or register new memberships at the door of an event must advertise accordingly. Please speak with the CSO for further details.

Clubs cannot sell or give away food or drinks in the North or South Courtyard, or at any MacHall tables. Clubs cannot cook food in MCEC areas, and outside alcohol is not permitted.

Clubs are eligible for a 20% discount on MCEC Catering. 17% gratuity and 5% GST is added. Deliveries to rooms outside the MacEwan Student Centre are available at full price. Off-menu or plated items are available at full price.

All bookings in the Den must follow the [Den & Black Lounge Space Booking Procedures](#).

EVENT SPACES (CEM/KINES)



CEM BOOKINGS (CLASSROOMS, TABLES, GREEN SPACES)

The University of Calgary manages all spaces outside of MacEwan Student Centre including classrooms, green spaces, and tables. This is managed by Conference and Events Management (CEM).

General Booking Policies:

- Minimum **10 business days'** notice for all CEM reservations
- Minimum **5 business days'** notice for cancellations
- All bookings are subject to availability and discretion of CEM at all times
- A/V is free in [certain spaces](#) but must still be booked separately through Com/Media
- Catering in CEM allocated spaces must use Aramark as per the [CEM Booking Policy](#)
- See [CEM Booking Policy](#) or visit <https://live-ancillary.ucalgary.ca/ancillary/accommodations-and-events> for more information
- Pre-purchased food is permitted in CEM spaces but food preparation must be done in spaces that have a designated kitchen space.

Booking Allowances

UCALGARY CLASSROOMS	GREENSPACES	TABLES	A/V EQUIPMENT
<ul style="list-style-type: none"> - Two free classroom rentals per calendar month - 40% off additional bookings, or 15% off if admission is charged - Complete the Classroom Booking Form 	<ul style="list-style-type: none"> - Free unless special equipment or set-up is required - Complete the Greenspace Booking Form 	<ul style="list-style-type: none"> - Four free table bookings per calendar month - Complete the Table Booking Form 	<ul style="list-style-type: none"> - Submit an A/V Request a minimum of 48 hours before your event - A/V is free in certain spaces

KINES BOOKINGS (GYMS, COURTS, AND KNA CLASSROOMS)

SU Registered Clubs receive a discounted rate of 50% off in Kinesiology spaces. Spaces can be booked by contacting Karen Delaney (delaney@ucalgary.ca). 2019/20 SU Club rates (plus GST) are set by Kinesiology.

Club Booking Rates:

- Aux Gym, Dance Studio: \$39.00/hour
- Gold Gym: \$46.00/hour
- Jack Simpson Gym (1 court): \$55.00/hour
- Red Gym: \$58.00/hour
- Classrooms and small seminar rooms: \$37.50/hour (KNA 160) or \$25.00/hour (KNB 87)
- Kines Info Table: Free (reserve through Active Living)

EVENT SPACES (CLUBS AREAS)

CLUBS AREAS

The Students' Union provides two areas for clubs to use at their convenience. The Clubs West area (MSC 279, beside the Stör) is where you can find the CSO's office, club lounge, powered work spaces, bookable workrooms, and lockers and trifold storage. Workrooms in the West Clubs Area can be booked on the [SU Clubs Website](#).*

The Clubs East Area (MSC 130, behind Jugo Juice) was renovated in September 2017 and includes a boardroom, a meeting and study space, and more club lockers and trifold storage. Clubs East has two separate entrances, allowing clubs easy access to their club lockers and trifolds while the SU's Volunteer Tax Program operates in this space through most of the Winter Semester.

*General Workroom Booking Policies:

- Workrooms (in the West Clubs Area) may be booked for up to two hours at a time **per club, per day**, by SU Registered Clubs using through the [SU Clubs Website](#).
- Any abuse of this booking system (i.e. non-club bookings, booking for more than two hours per day per club) will result in loss of booking privileges.



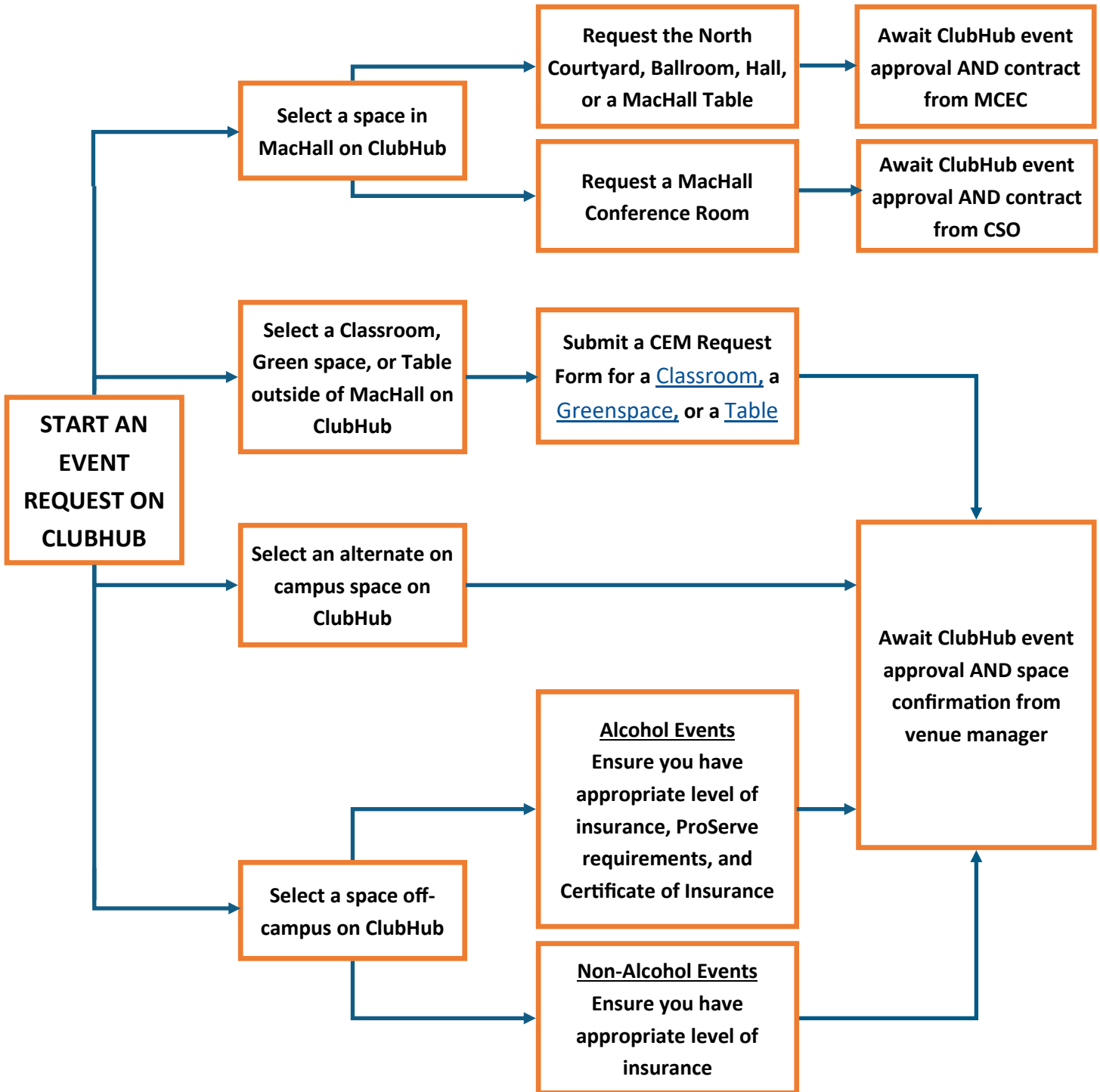
Hours of Operation:

FALL/WINTER	SPRING/SUMMER
<p>Monday-Friday 8:30am-10:00pm Saturday 9:00am-5:00pm Sunday 11:00 am - 5:00pm Closed during holidays and SU closures. Hours may change during exam breaks. The Clubs East Area is shared with the Volunteer Tax Program. Clubs will not have access to the meeting space and boardroom between February-April.</p>	<p>Monday, Tuesday, Wednesday, Friday 8:30am-7:00pm Thursday 8:30am-10:00pm Weekends 11:00am-5:00pm Closed during holidays and SU closures Spring/Summer hours are subject to change. Check the Clubs Website for exact hours.</p>

HOW TO BOOK SPACES

STEP-BY-STEP

Booking spaces is easy if you follow these steps!
 Use the Events menu under “Manage” for your club on ClubHub to submit an [Event Request](#).



SU CLUB FUNDING

The SU recognizes that clubs enhance and develop student life, and we're happy to offer the opportunity for clubs to receive funding for small and large events. **All club funding** can be requested through the [Funding Form](#) on ClubHub. All requests for funding are subject to availability of funds: **applications submissions do not mean funding is guaranteed.**

TYPES OF FUNDING

There are four types of SU Club Funding: Start-Up, Food & Drink, Special Event, and Last-Minute.

START-UP	FOOD & DRINK	*SPECIAL EVENT	*LAST-MINUTE
<ul style="list-style-type: none"> • Up to \$100.00 • One time only • Available within first year of registration • For club necessities (not food and drink) • Examples: Tri-fold, cash box, membership cards, etc. 	<ul style="list-style-type: none"> • Up to \$150.00 • Per year (May 1-April 30) • Apply as many times as needed until maximum is reached • For food and non-alcoholic drinks at registered club events • Does not include non-consumables (Napkins, plates, cutlery, etc.) 	<ul style="list-style-type: none"> • Up to \$1,000.00 • Per semester • Pre-approval is required • Applications scored by Clubs Committee • Post-Evaluation required to receive funding* 	<ul style="list-style-type: none"> • Up to \$400.00 (4 weeks' notice) or up to \$200.00 (3 weeks' notice) • Same process and criteria as Special Event Funding • Eligible funding amounts are 75% of total budgeted expenses. Ex. If you are approved for up to \$1000 and your expenses are \$1000 you will be reimbursed \$750.

*More information on Special Event Funding and Last-Minute Funding is available on the next page

GENERAL GUIDELINES

The [Student Organization Funding and Services Procedure](#) (SOFSP) details the criteria established by the Clubs Committee for the distribution of funding.

General Funding Guidelines:

- All SU Club Funding is **75%** of total budgeted expenses (or net budget deficit (loss), whichever is less) **Events that make a profit during the event are not eligible for funding.**
- All SU Club Funding is **reimbursement only**
- Valid itemized receipts are necessary for all reimbursements—these are submitted online (JPEG, PDF, PNG files are ok) . Non-itemized receipts will not be accepted.
- Gratuity and Tips are **not eligible** funding expenses.
- Reimbursement is done by direct deposit to club bank accounts, which means we need a recent (within 3 months) club bank statement or void cheque with the **branch number, transit number, account number, and club name** clearly visible.



SPECIAL EVENT AND LAST-MINUTE FUNDING

While Start-Up and Food & Drink Funding don't require pre-approval from the Clubs Committee, Special Event Funding and Last-Minute Funding do. The deadlines to submit funding applications is as follows:

Special Event Deadlines:

- **Second Friday in May**
(for events Jul 1-Aug 31)
- **Second Friday in August**
(for events Sept 1-Jan 15)
- **Second Friday in November**
(for events Jan 16-Jun 30)

Last-Minute Deadlines:

- **20 business days before event**
(up to \$400.00)
- **15 business days before event**
(up to \$200.00)

The Clubs Committee reviews all Special Event and Last-Minute Funding applications based on the scoring criteria below. You will be asked to submit a budget and alternate budget (optional) that the Clubs Committee will evaluate. The ClubHub [Funding Form](#) goes into more detail about funding criteria and how to fill out the funding application. **The cut off to submit Last-Minute funding requests are Wednesdays at 4:30 pm.**

Special Event/Last-Minute Funding Scoring Criteria:

- Quality of the Application
- Benefit of event to club members/community
- Impact and accessibility of event
- Alternative or additional funding plans
- Validity and rationale of expenses
- Financial need (determined by club's recent bank statement)

Eligible Expenses:

- Food, non-alcoholic beverages
- Advertising and promotions
- Event production costs
- Honoraria and gifts*

Ineligible Expenses:

- Alcohol
- Gratuity and Tips

To receive reimbursement for pre-approved funding (Special Event and Last-Minute), all eligible receipts must be submitted **within 30 days of the event** via the [Post-Evaluation Form](#) on ClubHub. Your funding request **must** receive pre-approval before you can complete the Post-Evaluation Form.

*Clubs Committee may consider gifts and honoraria to be an eligible expense of Special Event and Last-Minute Funding requests. The total dollar amount dedicated to gifts and honoraria is not to exceed 20% of a club's event budget. Examples of appropriate use of honoraria would be to acknowledge and thank a guest speaker such as an Indigenous Elder, an industry executive, or someone in a similar advisory role.

OTHER FUNDING OPPORTUNITIES

Although not specifically meant for clubs, there are several other funding opportunities the SU and UCalgary provides that student groups can utilize.

Quality Money: Large projects that are identified as priorities for students, by students.

SU Travel and Conference Funding: Intended to help individuals cover costs of attending conferences and other off-campus professional development or academic events.

LSE Student Activities Fund: Offers support to student initiatives that promote student engagement.

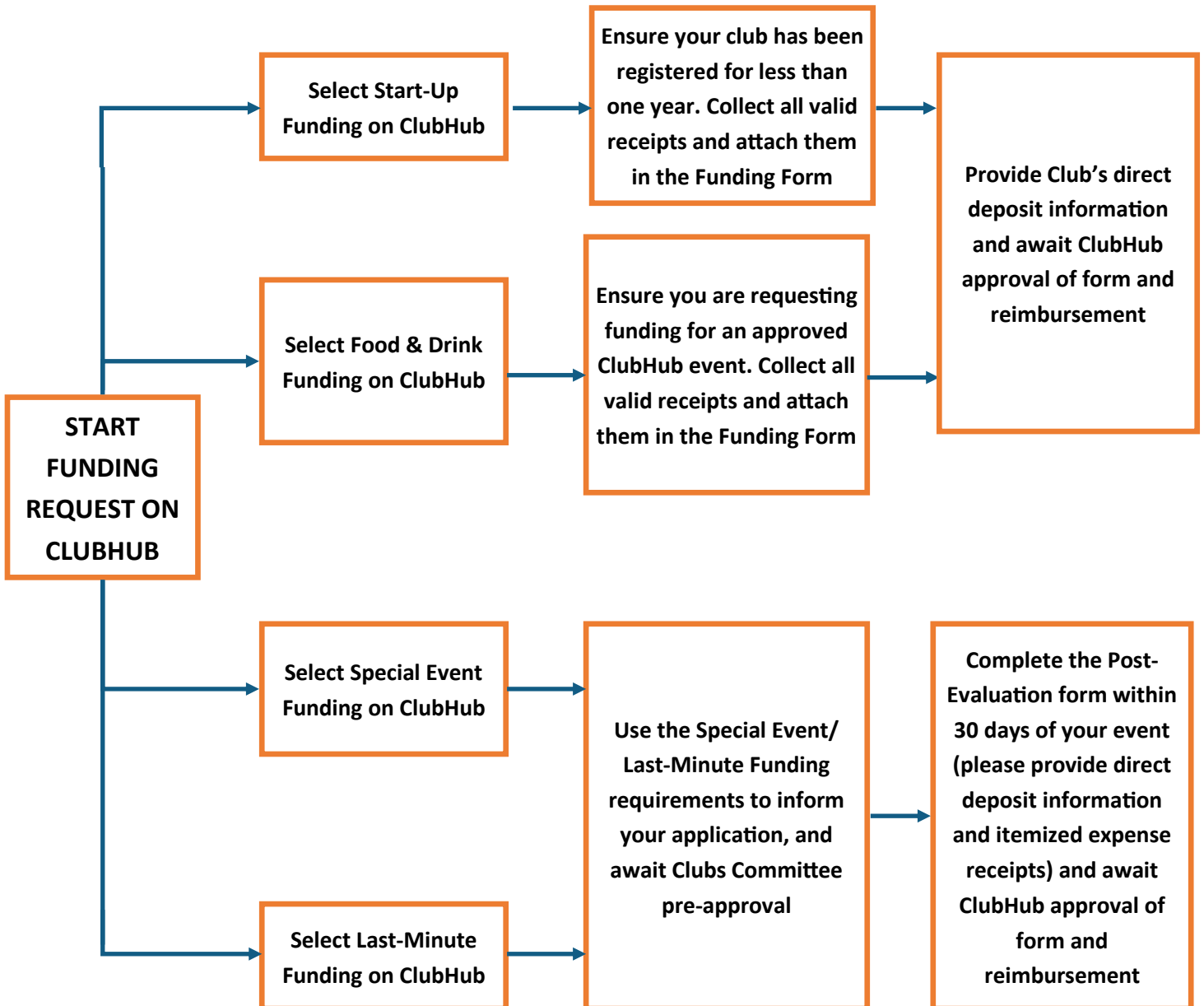
SU Sustainability Fund: Intended for on-campus projects that work on inspiring, creative, and impactful sustainable projects at UCalgary.



HOW TO REQUEST FUNDING

STEP-BY-STEP

Requesting funding is easy when you follow this step-by-step guide to help you through your next SU Club Funding request. Submit your request using the [Funding Form](#).





CLUB AWARDS

The SU is proud to recognize excellence among clubs and club members for their outstanding contributions to the quality of student life on campus through Club Awards. Each year, these awards and the endowments are presented at the Club Awards Banquet in April along with the Eric Lahoda Memorial Scholarships. Winners of Club Awards receive a \$250.00 endowment.

Award Categories:

ADVOCACY	ALUMNI ENGAGEMENT	BEST NEW CLUB	CAMPUS PRIDE AWARD	COLLABORATION	COMMUNITY SERVICE	CLUB OF THE YEAR
FIRST YEAR ENGAGEMENT	INNOVATION	LEADERSHIP	L.O.V.E.	QUALITY OF EDUCATION	SUSTAINABILITY	STUDENT LIFE

ERIC LAHODA MEMORIAL SCHOLARSHIP

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

Eric Lahoda Scholarship Criteria:

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

Applications are available on ClubHub in the Winter term. Winners are chosen by the Clubs Committee and recognized at the Club Awards Banquet in April. Ten awards are given, valued at \$1,000.00 each. For more information, check out the [Clubs Website](#)

OUTSTANDING JR EXECUTIVE AWARD

A brand new award as of 2019, the Outstanding Jr Executive Award reflects the Students' Unions dedication to encourage and celebrate the longevity of clubs. This award recognizes Junior Executives that have made significant impacts within the duration of their role, beyond day-to-day club operations. The Outstanding Jr. Executive Award is complementary to the L.O.V.E award, as it inspires a sense of longevity and leadership produced by a Jr. Executive.

CLUB AWARDS BANQUET

Club Awards and Scholarships are presented at the Club Awards Banquet every year in early April. RSVPs for the banquet open near the end of March each year. Check out [ClubHub](#) for specific dates and details.

POSTERS AND BANNERS ON CAMPUS

SU Clubs are able to hang posters and banners up around MacHall, but there are some guidelines.

Posters in MacHall:

- Can only go on poster boards, **not on painted surfaces**
- Can go on Clubs Area poster boards if the poster is for an SU Registered Club and/or and SU event; other posters may be allowed at the discretion of the CSO
- Cannot cover other posters if the event hasn't happened yet
- Cannot spam poster boards (one poster per space) and should stay inside the lines of poster boards (no tape/staples on edges or walls)
- Cannot be offensive; offensive materials will be removed

Banners in MacHall:

- Must be approved by the CSO on a first come, first served basis; banners that are not approved may be removed without notice
- Can only be posted in designated areas (staircase railings on the 3rd floor of MacEwan Student Centre)
- Must be hung with rope or zip ties (tape/glue is not allowed)
- Must be posted in designated areas no earlier than 14 days prior to the advertised event and removed no later than 24 hours after the event has taken place
- Can be posted for a maximum of 14 days if the banners are awareness-based
- Shall not exceed 24 sq. ft. in surface area with a length to width ratio not exceeding 3 to 1

Refer to the [SU's Acceptable Display Policy](#) to ensure your poster or banner is appropriate to display. Refer to the [SU's Advertising and Signage Guidelines](#) for more details on designated advertising areas.

If you'd like to place advertising material outside of MacHall, please refer to the [U of C's Public Spaces](#) use requirements and guidelines. The SU and UCalgary also have exclusivity agreements with Coca-Cola and Molson—no competing products may be brought to SU Club events.

SCREENS IN MACHALL

The LOOP is operated by the SU. There are 10 TV screens throughout MacHall that use the LOOP. Use the [ClubHub form](#) online to request free ad space for your upcoming club event!

There are another 10 screens in MacHall that are operated by NUTV. Check out the [NUTV Screen Style Guide](#) to find out how to get your ad on their network.

DISPLAY CASE

Do you have an event you want to promote and show off to the campus community? Your club can rent out the Display Case (beside the Stör) for up to 2 weeks per semester (2 weeks in a row or 1 week at a time). Rules and [request forms](#) are available on ClubHub. Reservations are first-come, first-served basis.



CLUB LOCKERS

The SU provides over 190 lockers of various sizes to clubs during the Fall and Winter semesters in the Clubs Areas. These lockers are allocated on a first come, first served basis. A [Locker Request Form](#) opens on ClubHub every August. Submit your Locker Request Form early, as locker sizes are subject to availabilities! **Clubs may only request one locker per academic year.** Check out the [Club Locker Terms and Conditions](#) for more information.

CLUB TRIFOLD STORAGE

Club trifold storage is located in the West Clubs Area and Clubs East. The CSO does their best to keep trifolds organized alphabetically, but this sometimes doesn't happen throughout the year! You can help by making sure to respect these spaces and keep them tidy.

OTHER SU CLUB RESOURCES



CLUBS WEEK

Clubs Week happens twice a year and is sponsored by ATB, it occurs once in the beginning of the Fall Semester and again in the beginning of the Winter Semester. It's a great opportunity to showcase your club, get new members, and recruit Jr Executives to ensure your club's longevity. Details are available on ClubHub at the beginning of each semester. Club table requests are available before Clubs Week on the [Forms](#) tab.

JUNIOR EXECUTIVE PROGRAM

Dozens of successful clubs already have Jr Execs. The Junior Executive Program encourages clubs to recruit interested first year (or any other year) students as "executives in training". These team members will be trained by current execs and become invested in your club to potentially become a full executive once they're (and you're) ready. Not sure where to get started? Check out this [Jr Exec Step-by-Step Guide](#) for how to start your Junior Executive experience.

By participating in the Junior Executive Program, your Jr. Executive will be eligible for the Outstanding Jr Executive Award and your club will be eligible for the L.O.V.E. (Longevity, Ongoing Vitality & Engagement) [Club Award](#).

SU REGISTERED CLUB LOGO

Registered SU Clubs can use the logo to the right on their membership cards, printed t-shirts, club stickers, club documents, and anything else you can think of! Access the logo for free [here](#).





CO-CURRICULAR RECORD

The Co-Curricular Record (CCR) is an official transcript of volunteer positions you've held during your time at UCalgary, and being an SU Club Exec counts! The CCR is administered through the [Leadership and Student Engagement Office](#).

To Qualify for CCR Credit:

- Individuals need **minimum 20 hours** per position to be considered for CCR validation
- Use this [template](#) to verify your exec CCR hours on your [Annual Report](#) (if an executive is not listed here or on ClubHub, they will not receive CCR credit)

Follow These Steps:

- To find out if your position already exists, [log in to the CCR](#) and search the database
- To submit a new position or activity (for new clubs or new roles), click the 'Co-Curricular Record' tab in the gray sidebar and the form will appear underneath this tab. If this form is not visible please email involve@ucalgary.ca
- Submit your club's [Annual Report](#) and include a list of execs and volunteers (use the template) before the Annual Report deadline
- Register your individual CCR record on the Leadership and Student Engagement website

Refer to the [CCR FAQ](#) for more information on the CCR, including important deadlines!

CLUB BANK LETTER

In order to receive SU Club funding, clubs require a bank account. In order to open a non-profit bank account, you must request a bank letter from the CSO to prove you are a Registered Student Organization by emailing clubsoff@ucalgary.ca with the two full legal names of who you would like added to the account. In order to update your bank account, please email clubsoff@ucalgary.ca and include the full legal name of the previous signees and the new signees. We recommend opening your club's account with ATB Financial, with a convenient location in MacHall and plenty of knowledge and experience in working with SU Clubs and their banking needs!



FREE POP & POPCORN MACHINE

Did you know you can request up to 48 cans of free pop a semester, and cheap popcorn? Find both request forms under the [Forms](#) tab on ClubHub. Rental for the popcorn machine is \$25.00 and \$4.00 per kernel bag. More information on Popcorn Machine rental can be found [here](#).

...AND MORE!

Check out [Leadership on Demand](#) for leadership opportunities, engage with your [Alumni](#), join a club alliance such as the [Sustainability Clubs Alliance](#), complete your [Bystander Intervention Training](#), and even request services from a medical team for your club event through the [Student Medical Response](#). Questions about these resources? [Email your CSO!](#)



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. Save copies of any communication you send or receive related to the concern.
- **Contact the Coordinator, Student Organizations** (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 (safewalk.request@ucalgary.ca or 403-220-5333)
 - The University's Student Conduct Office (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. Have two representatives completed the online ClubHub 101 training 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:
 - Awareness of SU policies and procedures, transferring of ClubHub accounts, and transferring custodianship of club records and materials including office and mailbox keys, locker combination, passwords and email accounts, etc.

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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 Frozen, or Inactive 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:

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

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. 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 club members. 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. All club events must be paid for in full 5 business days before the event date, or the event will be cancelled. The club will be refunded any overages after the event has finished. 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 and you MUST email clubsoff@ucalgary.ca for any cancellations. 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+GST. This fee must be paid to MCEC prior to booking privileges being restored.

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10. If your event involves showing a movie you are responsible for abiding by copyright laws. Contact the university's [copyright office](#) at 403-220-3721 to make arrangements for obtaining copyright permission for the showing. You must be able to provide the CSO with proof that you have obtained permission to show the movie upon request. If your event involves showing a movie you are responsible for abiding by copyright laws. The Students' Union is able to extend the use of Criterion's Public Performance License to SU registered clubs, however you are responsible for ensuring that the movie is covered through Criterion and for the purchase or rental of the movie.

Please go to <http://www.criterionpic.com/> to find a list of movies covered with Criterion.

If the movie you are showing is **NOT** a movie covered through Criterion, you will need to contact the university's copyright office at 403-220-3721 to make arrangements for obtaining copyright permission for the showing.

You must be able to provide the CSO with proof that you have obtained permission to show the movie upon request.



APPENDIX D: MSC TABLE BOOKING CONDITIONS

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. No food of any kind is permitted at tables in MacHall. This includes self-prepared foods such as baked goods, candy, energy drinks, pop, etc. Selected tables are available through the University of Calgary's Conference and Events Management for bake sales (see: 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.

APPENDIX E: CLUB LOCKER TERMS AND CONDITIONS

Cages:

Due to the high demand for, and limited availability of, larger storage spaces, the CSO may reassign the locker and provide alternate locker space to the Club if:

- The Club fails to accurately disclose or in any way misrepresents the items they intend to store in the locker;
- The Club fails to take possession of the locker within one month of the beginning of the Rental Period;
- The Club does not appear to require the use of the entire locker space; or,
- The Club fails to respond to inquiries regarding the use of the entire space.

General Conditions:

- Completion of the locker request form does not guarantee the Club will receive locker space.
- Locker availability is first-come, first served. Every effort will be made to meet the needs of the Club within the limitations of existing SU resources.
- Clubs are limited to one locker per Locker Rental Period.
- Once a locker has been assigned and the combination released by the Coordinator, Student Organizations (CSO) to a representative of the club, no changes in locker location will be permitted.
- Lockers will be rented only for the Locker Rental Period (Fall / Winter semesters). Locker Tenants may only occupy lockers outside of this period by special permission of the CSO, and only if they can demonstrate that they are active on-campus during this session. Any club granted special permission that fails to remain active on-campus during the summer will have future requests for special permission denied.
- The CSO may perform random locker checks.
- Lost or forgotten combinations will be available at the SU Clubs Office (MSC 279B).

Theft and Vandalism:

- All Locker Tenants are solely responsible for the safety and security of property stored within their locker.
- The SU is not responsible for lost or stolen items at any time during or after the rental period.
- Any acts of vandalism, including stickers, damage, or graffiti, will be reported to the CSO and Campus Security immediately.
- The SU reserves the right to impose financial penalties, along with the suspension of Club funding and services, on Locker Tenants that willfully inflict or cause damage to any locker or club space.

Missing Locks:

- After the rental period, any missing locks will be reported to the SU Clubs Office.
- The Locker Tenant will be invoiced a \$20.00 fee by the SU towards the cost of a new lock.
- The SU reserves the right to suspend any and all Club funding and services until this fee is paid.

Locker Clean Out:

- All belongings must be removed by the Locker Tenant before the end of the rental period, unless the Locker Tenant has been granted explicit permission by the CSO to extend their locker rental. Any contents left in lockers after the clean out date will be considered property of the SU, and shall be disposed of. After the rental period, the SU is not responsible for items left in the lockers.



APPENDIX F: COMMON CLUB TERMS AND DEFINITIONS

Active Members refers to current undergraduate students enrolled in credit programs at the University of Calgary.

Annual Report refers to an annual submission in which a Student Organization acknowledges that it was active in the past year and continues to meet SU Student Organization registration criteria.

Club Executive refers to the officers or members that compose the primary decision-making body of a Student Organization.

ClubHub refers to the [online portal](#) used by the Clubs Office and Student Organizations to administer clubs, including for registration, events submissions, funding requests, and more. ClubHub uses a platform called Engage, which is administered by [Campus Labs](#)®.

Club Year refers to the year beginning May 1 and ending April 30.

Frozen Status, formerly referred to as *Suspended Status* refers to a limited registration status imposed on a Student Organization for failure to comply with requirements for continued registration established in the [Student Organization Registration Procedure](#) or the Clubs Manual.

Greek Letter Organization refers to a Student Organization that is also a member of either the North-American Interfraternity Conference or the National Panhellenic Conference.

Governing Document refers to a Student Organization's constitution or bylaws, which establish the purpose of the Student Organization and the rules that govern its affairs.

Inactive Status refers to a registration status imposed on a Student Organization which has failed to rectify its non-compliance with requirements for continued registration established in the [Student Organization Registration Procedure](#) or the Clubs Manual after a period of one year on *Locked Status*, or as indicated by the Coordinator, Student Organizations.

Locked Status refers to a registration status imposed on a Student Organization which has failed to rectify its non-compliance with requirements to remove the organization from Frozen Status. Student Organizations have one year to come into compliance with the requirements or they will become Inactive and lose SU registered Student Organization status.

MCEC or MacEwan Conference and Events Centre refers to the division of the Students' Union which operates the various conference rooms throughout MacHall, including the Executive Council Chambers, That Empty Space, the Ballroom, concert hall, and meeting rooms on the 2nd floor. MCEC also operates a catering service, and provides many free or discounted equipment and audio/visual (A/V) offerings for clubs.

Registered/Registration refers to the status achieved by Student Organizations that demonstrate compliance with the criteria and terms of registration established in the [Student Organization Registration Procedure](#).

Special Event refers to an event organized by a Student Organization w

Student Organization refers to a formal third-party student group such as a club, association, society or Greek Letter Organization that may choose to register with the SU for access to funding, services, or other benefits.