UNIVERSITY OF CALGARY

Special Events Program

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1. Program Statement

The University is committed to promoting the health, safety and well-being of its employees, students, visitors, contractors and volunteers, as well as providing a safe and healthy building environment in which to conduct activities, in accordance with the University of Calgary Occupational Health & Safety Policy.

The University will meet or exceed the legislated requirements made under the Alberta Occupational Health and Safety Act, Regulation and Codes.

The University has developed and implemented a comprehensive Special Events Program. The Special Events Program clearly defines and stipulates the responsibilities and guidelines involved in promoting and producing Special Events on Campus (**referred to as "Events" throughout this document**). This is not an inclusive document, and any questions should be directed to RISK (risk@ucalgary.ca) during the planning process of Events.

The Special Events Program includes the following elements:

- Events & Event Assessment
- Health and Safety Requirements
- Fire Safety
- Planning for an Emergency
- Occupants and Occupant Loads
- Event rules and regulations

Appendix 1 – Alberta Regulation 31/2006, Public Health Act, Food Regulations Appendix 3 – Definitions

Appendix 2 - Definitions

Appendix 3 – Special Events Assessment Checklist (https://ucalgary.ca/risk/sites/default/files/teams/16/special-event-checklist.pdf)

Appendix 4 – List of departments and contact with authority to book extra-curricular space (https://www.ucalgary.ca/risk/risk-management-insurance/events/book-space)

	Appendix 5 – Template for Event Emergency Response Plan (https://ucalgary.ca/risk/sites/default/files/teams/16/spec-event-erpchecklist.pdf)
	### 1.1. Exceptions Any requests to deviate from the program indicated below must be submitted in writing a minimum of **two weeks** in advance of the Event to RISK for review. If granted, permission will be given in writing and the Event Planner must keep a copy of this permission on hand during the Event.
	## 2. Roles and Responsibilities
	### 2.1. Event Planner The Event Planner is the designated supervisor. As a supervisor, Event Planners must: a) implement a hazard control plan in work areas that informs and trains workers concerning the hazards that are present in the area; b) retain training records and all documentation; c) implement the rules and standards of the University of Calgary and the Alberta Occupational Health and Safety Act, Regulations & Code; and d) ensure the availability and proper use of appropriate personal protective equipment and relevant health and safety reference materials. e) report any and all incidents and injuries that occur during the event to Campus Security. For life critical injuries contact 911 first and then Campus Security at (403)220.5333 **Event Planners must complete the Special Events Assessment Checklist (Appendix 3) prior to the event and follow the guidelines and regulations in the sections that apply to their Event.** If the Event or filming is taking place in University of Calgary owned or leased space, it must be booked in accordance with the Use of University Facilities for Non-Academic Purposes policy. **Please see Appendix 4 for the departments and contacts who have authority to book space at the University of Calgary.**
	### 2.2. Event Workers An Event Worker is any person engaged in working at the Event including employees, students, volunteers, and contractors. Workers must follow all health and safety standards, rules and regulations and report all hazardous conditions to the Event Planner or supervisor immediately.
	### 2.3. Volunteers All University of Calgary Events that are using volunteers must comply with the Volunteer Guidelines available at https://ucalgary.ca/risk/risk-management-insurance/services/volunteer-registration-and-management. **Volunteers must be registered and complete Volunteer Occupational health and Safety (OHS) training as well as a Volunteer Hazard Assessment.**
	### 2.4. RISK

	The division of RISK is a resource for all members of the University community for any matters concerning health, safety, and the environment. It acts as the liaison between the Event Planner and the regulators and provides current information required to remain in compliance with the appropriate legislation. RISK is comprised of the following departments: • Campus Security (CS) • Risk Management & Insurance (RMI) • Environment, Health & Safety (EHS) • Emergency Management (EM) • Staff Wellness (SW)
	2.5. Calgary Fire Department Safety Codes Officer The Calgary Fire Department Safety Codes Officer is the Authority having Jurisdiction as defined by the National Fire Code-Alberta Edition. They ensure regulatory compliance and may inspect any Event occurring on University property.
	3. Special Events and Event Assessment
	Special Events are occasions and/or activities that have the potential to enhance the University's identity and recognition and which foster and develop relationships with the external community to raise the University's public profile. They include, but are not limited to functions such as conferences, seminars, workshops, corporate launches, fashion shows, exhibitions, road shows, theater productions, concerts, outdoor markets, tradeshows, road races, sporting events, convocations, competitions, political rallies and other activities where the goal is to attract an audience. Included in this definition are also any Events which have the potential to attract significant media attention. **University of Calgary Events** are those events that are hosted by the University, funded partially or completely by the University and for which a Department Head, Dean, Director, Vice-President, or other Executive Member have taken responsibility. **Students' Union or Graduate Students' Union Events** are those events that are hosted and insured by either of these groups. **Private Events** are those events which are hosted by private or third-party users who rent indoor or outdoor space from the University for their event. Refer to the website at https://ucalgary.ca/risk/risk-management-insurance/events for further details on events.
	3.1. Event Assessment Prior to every Event, the Event Assessment checklist (**Appendix 3**) MUST be completed and it must be kept on hand during the event. This assessment will indicate which areas of the Events Program apply to your Event and supplies Event Planners with the pertinent information to safely host their Event at the University of Calgary.

	Event hazards can be divided into two types: health hazards and safety hazards. Not every hazard will result in injury or illness, but the potential exists. If the Event planning changes after the original assessment is done, a new assessment is required. The assessment group should include the Event Planner and at least one other Event Worker. See Appendix 3: Special Event Assessment Checklist **RMI has the authority to pre approve specialized checklists for areas with repetitive events.**
	3.2. Permits If your event is located in the following spaces or using the following items, a Permit from the City of Calgary is required. You are responsible to forward your permit application directly to the City of Calgary and send a copy of such to risk@ucalgary.ca • In a high-rise office building used for public assembly; • In a building not classified for public assembly and you expect 50+ people; • In an arena or stadium parking lot that could present a fire safety hazard; • In a sports arena, but being used for a concert or other event; • In a tent for public assembly erected within the city; • In the city and will use firework displays, firing model rockets or other special effects; • In a building other than a public-assembly building classified for the purpose being used (concert, staged performance); • At a public assembly or mall, displaying vehicles; • In an area normally used by the public but will change its regular use (street fair, block party, park, etc.); • At an outdoor location that requires fencing; • In a tent or air-supported Temporary Membrane Structure over 300 sq.ft (27.87 sq.m.).; Or, if your event will make use of: • Candles or open flames; • Special amusement such as haunted houses; • Straw bales; • Indoor cooking; or • Laser displays or some other promotional or trade show displays. **City of Calgary Special Events Permit Webpage:** https://www.calgary.ca/pda/pd/commercial-development/special-events.html **Special Event permit contact:** Calgary Fire Department through 311 or 403-268-2489 if outside through 311 or 403-268-2489 if outside Calgary.

	Webpage: Calgary Fire Department inspections, investigations and permitting **Documents Available / Other Information:** Please see the City of Calgary https://www.calgary.ca/pda/pd/commercial-development/special-events.html for all requirements as well as fees for: • Reviewing the floor/area layout and occupant load calculation • Occupant Load Card • fire and life-safety inspection Building Owner Responsibilities for Fire Safety Equipment If your application is for a fireworks or special effects display, a copy of the pyrotechnic license and proof of insurance must accompany it.
	### 3.3. Adult Content Any event providing 'Adult Content' must be in an enclosed space/room/hall, with monitored access where the organizer will have designated staff checking for identification, proof of age. Signage will be placed to advise entrants that the event is adults only, no minors (under 18 years of age) allowed.
	## 4. Health and Safety Requirements
	### 4.1. Health Hazard Assessment and Control
	#### 4.1.1. Food Sales and Service All retail outlets, faculty/department and student groups serving food are required by the City of Calgary and Alberta Health Services to follow the Provincial Public Health Act. Aramark is the Preferred Food Service provider on campus. Events that take place in MacEwan Student Centre will be catered by the Students' Union or the Graduate Students' Union, if it occurs within the spaces they manage. **Please Note: certain buildings or function spaces have an exclusivity agreement where Aramark is the only food service provider permitted. If you have questions about what spaces have agreements, please contact UCalgary Accommodations and Events for further details.** Groups wishing to host BBQ's or any type of event with or without food in any outdoor spaces are required to book the space through UCalgary Accommodations and Events. Please refer to the website at https://www.ucalgary.ca/ancillary/accommodations-and-events. Once the space is booked, UCalgary Accommodations and Events will assist the Event Planner with safe food handling practices and other details they will need to be aware of.
	#### 4.1.2. Event Serving Food (Hot or Cold) Bake Sales – The sale of baked goods that DO NOT contain meat or perishable dairy products. **Any baked goods that contain nuts must have appropriate signage.** Ingredient lists must be

available for all homemade food sold. Bake sales are only allowed in designated spaces booked through UCalgary Accommodations and Events.

Restricted Function – Potlucks are permitted in non- supported event spaces (such as offices, or classrooms) where the food is NOT for sale to the people consuming the food items or open to the general public. All products must be pre-cooked and electrical appliances (for example crock-pots) must be plug directly into electrical outlets and cannot be plugged into extension cords/power bars.

Barbeques and Stampede Breakfasts - Are permitted only when using pre-cooked sausages patties/links or pre-cooked hamburger patties. These products can be purchased from grocery stores and food service supply companies. Outdoor space including parking lots, must be booked through UCalgary Accommodations and Events. They will provide the guidelines for safe food handling.

Chili Cook Offs - Are **NOT** permitted unless specific approval has been granted in writing by UCalgary Accommodations and Events, and requested not less than two weeks prior to the date of the proposed function/event. Any group who receives approval for this type of event will require a food temperature thermometer to periodically log temperature checks on the food being served.

Popcorn machines

Popcorn poppers that use air only are ok in any designated kitchen area with sufficient ventilation. If the machine uses oil and produces more than 5mg/cubic meter it can only be used in a commercial kitchen with sufficient ventilation and fire suppression system.

NOTE: No Event providing food other than what is included in this list or is provided by the University's Preferred Food Suppliers, the Students' Union or the Graduate Students' Union is permitted on the University of Calgary grounds, or premises governed by the University of Calgary unless it has requested and received the written approval of UCalgary Accommodations and Events.

4.1.3. Food Service Rules

The Alberta Health Services 'Serve Safe' guidelines and Community Organization Function guidelines must be followed. They include:

- Wash hands and clean surfaces. Wash hands with hot, soapy water for at least 20 seconds before handling food.
- Always wash fruits and vegetables in clean water.
- Perishable foods must be kept in an insulated cooler with freeze packs or blocks of ice to keep the temperature to 4ºC (40ºF) or below
- Cooked meat is safe to eat when internal temperatures are
  - 71ºC (160ºF) for ground beef
  - 74ºC (165ºF) for leftover food
  - 85ºC (185ºF) for poultry

  **Any campus groups planning a BBQ must use precooked meat products.
- Change gloves when soiled or after two hours of general use.
- Band-Aids should always be covered with gloves.

	• Gloves are never a substitute for proper hand washing procedures. • Do not work with utensils before washing hands. • Prevent touching food contact surfaces with hands. • Do not sneeze or cough without covering and then return to work without washing hands. • Do not wipe hands and use the same cloth for wiping surfaces. • Do not eat while preparing food. • Assign specific equipment to each type of food — separate cutting boards should be used for raw and cooked foods. • Clean and sanitize tools, surfaces, equipment, and utensils after each task using a bleach sanitizer. Combine 1 tsp. bleach and 3 cups of water in a spray bottle. Let sanitizer sit for 1-2 mins and let air dry. • **FOOD ALLERGIES** - Have a plan for medical emergencies. Contact Campus Security in case of emergency at 403.220.5333. • The following foods account for 90% of all food related reactions: Milk and dairy products / eggs / wheat / soy / peanuts / tree nuts / shellfish / fish. • Ensure all volunteers are aware of the ingredients and list them in an area that is visible to all who may ingest food being served. • Prevent cross contamination. Traces of food left on hands, food preparation tolls (like knives) or serving utensils, cutting boards or dishcloths can spread to other foods and cause allergic reactions.
	4.1.4. Noise Noise levels from any outdoor Event must be in compliance with the City of Calgary noise bylaw. Any disturbance to other occupants of an area must be considered when planning or allowing an event on Campus. Every effort must be made to minimize any negative impact on other occupants or neighbors.
	4.1.5. Smoking or Vaping The University of Calgary prohibits smoking or vaping in all indoor areas owned or leased by the University (including all covered parking and the interior of all University work vehicles). Tobacco smoking or vaping is permitted outdoors if it is a minimum of five meters away from entranceways, open windows, building air intakes and flammable or combustible storage areas. The University of Calgary's Smoking Reduction Policy can be found on the University of Calgary webpage located at: https://www.ucalgary.ca/legal-services/university-policies-procedures/smoking-policy Cannabis smoking or vaping is not allowed on any University property. Cannabis Policy

	4.1.6. Smudging Smudging is permitted without the requirement of a Hot Works Permit in two locations on campus: The Writing Symbols Lodge and the Vitruvian space. To request smudging at an event in any other indoor spaces on campus, please contact UCalgary Accommodations and Events at meeteatsleep@ucalgary.ca
	4.1.7. Tipi's To request the use of the university Tipi, please reach out to Pamela Beebe at The Office of Indigenous Engagement at vpie@ucalgary.ca. To book outdoor greenspace for having any Tipis setup on campus (the university one or others), please contact UCalgary Accommodations and Events at meeteatsleep@ucalgary.ca to make arrangements.
	4.1.8 Animals Animals that are not owned by the University of Calgary are not allowed in University buildings except for Service Animals. If you are bringing animals on campus related to Pet Therapy programs, please contact Risk Management & Insurance at riskmgmt@ucalgary.ca. Please see the "Pets Therapy" tab on the Risk Management Events page for further information.
	4.2. First Aid and Medical Assistance Events may be deemed to require their own onsite first aid or medical support.
	4.3. Safety Hazards and Control
	4.3.1. Fire Safety
	4.3.1.1. Building Access The City of Calgary Fire Inspector and RISK reserve the right to inspect any University owned or leased premises or grounds before an Event begins and give direction on any areas that might be contravening the Special Events Program and/or legislated or insurance requirements.
	4.3.1.2. Access and Exit Points • Exits and access to exits must be maintained clear at all times. • Doors must not be propped open in any exit stairwell, hallway, or exterior door.
	4.3.1.3. Open Flames & Sparklers Open flames and sparklers are NOT permitted in processions, at displays, or as part of an act or entertainment unless acceptable to Risk. To receive permission for open flame use in an Event

	you must request written permission from RISK at least two weeks before the Event. An open flame permit is required, please see section 3.2 Permits. • Devices having open flames must be securely supported in noncombustible holders and be located or protected to prevent accidental contact of the flame with combustible materials. • Open air fires, except for fires used for cooking in fireplaces, grills, or barbecues, are prohibited. • Fire pits require approval from RISK and must follow the City of Calgary Bylaw. • Candles are prohibited in Events. Specific written permission for any exception must be requested and obtained from RISK.
	4.3.1.4. Fireworks Any use of fireworks on University property MUST HAVE a Pyrotechnics Permit from the City of Calgary and written permission from RISK. An on-site inspection by RISK before the Event occurs is also required. • Special Insurance is required for Fireworks on campus. Please contact RISK regarding these requirements. The City of Calgary Fire Department or RISK may order a person to cease the discharging, firing, or setting off of fireworks at any time and for any reason.
	4.3.1.5. Potential to cause Fire Alarms **Every Event must be assessed for any potential impact on the Fire Alarm system.** False fire alarms must be avoided by following proper procedures and initiating a Hot Work request (see 4.3.1.6) if there is any chance that the fire alarm system will be affected. All charges resulting from a false fire alarm will be passed on to the Event itself. Please note that the City of Calgary False Fire Alarm bylaw charges the University of Calgary a minimum of $1,500 per false alarm.
	4.3.1.6. Hot Work and Dust Program Hot works is any work that involves open flames or work that produces heat, sparks or dust that has the potential to affect the fire alarm system. In an Event context this will include any type of Event that produces fog, smoke, or other heavy atmosphere condition, or that produces heat or sparks which have the potential to set off the fire alarm system. If any risk exists, the Event Planner must forward a completed copy of the "Hot Work Permit" form to Life Safety a minimum of **at least five business days PRIOR** to the work/Event starting.
	4.3.1.7. Show and Stage Devices The University will not disable or bypass any life safety and fire equipment to permit the use of stage and show devices. If the device is shown to not affect these systems, it may be permitted to be used. • Pyrotechnics are prohibited unless otherwise authorized by both the City of Calgary Fire Department and RISK. See 4.3.1.4 Fireworks for more information.

	• The use of haze, smoke and fog machines are strongly discouraged. A Hot Work permit must be submitted for any use of these items. See 4.3.1.6 above. Events using Laser Lights must be registered with the Province of Alberta. The Event Planner must also seek written permission from RISK. RISK is available to help the Event Planner through the registration process with the Province.
	4.3.1.8. Pallets Combustible pallets must be stored outdoors and located or protected to avoid creating a fire hazard except for the following: • Indoor storage of combustible pallets is permitted in a building that is not sprinklered, provided the height of storage of combustible pallets is not more than 1.2 meters and the width of an individual storage area is not more than 7.5 m. Pallets must be disposed of regularly so as to avoid creating a fire hazard.
	4.3.1.9. Compressed Gases and Cylinders Cylinders of gases, except for portable fire extinguishers, must not be stored: a) In any exit or corridor providing access to exits; b) Under any fire escape, outside exit stair, passage or ramp; c) Within 1 m of any exit in buildings; or d) In any number exceeding what is required for normal day to day use. Excess storage must be in a designated facility. Cylinders of gases which are in storage must be in compliance with compressed Gas Cylinder Standard: a) Protected against valve damage; b) Firmly secured in a position that will not interfere with the operation of the cylinder valve assembly; and c) Firmly secured in a position that will protect cylinders against falling over.
	5. Occupancy and Occupant Loads
	5.1. Occupancy and Occupant Loads The maximum number of occupants allowed in any space is determined by the National Building Code - Alberta Edition. There are different occupant loads for classrooms setup, standing room, theatre style seating, dining, and beverage, etc. This number must not be exceeded without written permission from the City of Calgary Fire Department. Any questions on total occupancy can be directed to RISK. Events must not exceed the maximum allowable occupancy for the space at any given time. Doing so will result in closure of the Event. All rooms that have the ability to have occupancy of more than 60 persons must have their occupancy card posted in the room. If this card is missing, a new card must be obtained by contacting RISK at least 10 business days before the Event.

	An Event must not sell more tickets for attendance than the designated space has room to hold, as per total occupancy. For any Event that sells tickets using an outside agency such as Ticketmaster, the total tickets allowed must be communicated and enforced by the Event Planner.
	5.2. Seating and Bleachers All Events that are using non-fixed or temporary bleachers for their Event must adhere to the National Building Code - Alberta Edition. Any scaffolding erected for use in any Event must be set up by a qualified contractor. All scaffolding must be tagged and inspected every 21 days by a competent worker. All seating arrangements for Events must not exceed the total allowable occupancy of the room. All arrangements must adhere to aisle requirements as per the Building Code. For any questions or a consultation on seating arrangements for Events, contact RISK.
	5.3. Indoor Assembly Events When non-fixed seats are provided in **indoor assembly** occupancies: a) The seats must be arranged in rows having an unobstructed passage of not less than 400 mm between rows measured horizontally between plumb lines from the backs of the seats in one row and the edges of the furthest forward projection of the seats in the next row behind in the unoccupied position; b) Aisles shall be located so that there are not more than seven seats with backs, or 12 seats without backs, between every seat and the nearest aisle. For example, in a traditional theatre set-up where the chairs all have backs, each row must not be more then 15 total chairs so there is no more than seven seats from the middle to reach an exit aisle; c) Every aisle terminates in a cross aisle, foyer or exit; d) The clear width of an aisle in feet shall not be less than four feet, or the width of an aisle is permitted to be reduced to not less than three feet when the total room occupancy is 60 seats or fewer; e) Dead-end aisles shall not be longer than six meters; f) When the occupant load exceeds 200 persons, the seats in a row shall be fastened together in units of no fewer than eight seats, or where there are seven seats or fewer in a row, all the seats in the row shall be fastened together; and g) The distance to an exit door by means of any aisle is not more than i. 30 m in the case of assembly occupancy that is not sprinklered, or ii. 45 m in the case of assembly occupancy that is sprinklered.
	5.4. Outdoor Assembly Events When non-fixed seats are provided in **outdoor places** of public assembly, aisles shall be located so that there are not more than 15 seats between every seat and the nearest aisle, and The clear width of an aisle in feet shall not be less than four feet, or the width of an aisle is permitted to be reduced to not less than three feet when the total room occupancy is 60 seats or fewer.

6. Planning for an Emergency

6.1. Security Needs

Campus Security will assess and recommend security needs for an Event. Events requiring additional Campus Security Officer(s) and/or Police Pay-duty Officers will be coordinated through Campus Security. Costs associated with additional security requirements will be charged to the Event.

6.2. Staffing for an Emergency

All Events must have an adequate number of Event Workers on hand during the Event to contain and direct the crowd during any emergency or evacuation.

The Event Planner is required to complete a written site-and-event specific Emergency Response Plan. Please see Appendix 4 regarding the **Template for Event Emergency Response Plans.**

The Event Planner is responsible to ensure that all Event Workers are trained on the Emergency Response Plan and that they have site specific knowledge of egress routes and emergency procedures.

In case of an alarm, the Senior Emergency Warden on shift becomes responsible for the entire Event until the emergency is resolved.

7. Event Rules and Procedures

7.1. Insurance

7.1.1. Insurance – University Events

If the Event is deemed a "University Event" then the University of Calgary provides liability insurance. A "University Event" is a:

- Regularly scheduled event such as athletics, theatre plays, etc. which are organized by the University of Calgary;
- A "University Special Event" which requires the approval of the Department Head, Dean, Director, or a member of the University Executive (or designates). Please note: All contracts for services provided for University Events taking place on or off campus must be sent to Supply Chain Management for review and signature.
- A residence student group event which has received approval from the Manager, Housing Services and Residence Education.

Please see the website at https://ucalgary.ca/risk/risk-management-insurance/events **for further details on what constitutes a University of Calgary Event.**

7.1.2. Insurance – Private Events

Private Events taking place on University property must have a minimum of $2,000,000 general liability insurance and will be required to provide a Certificate of Insurance evidencing such coverage.

	Events that are deemed a higher risk by Risk Management and Insurance may be required to produce higher levels or other types of insurance. Contact riskmgmt@ucalgary.ca for any questions concerning insurance for Events.
	7.1.3. Insurance – Students' Union or Graduate Students' Association Events The Students' Union and Graduate Students' Association are responsible to provide liability insurance for their own Events to ensure that, if they are hosting any Private Events on University property, that they are adequately insured.
	7.2. Decorations and Set-up
	7.2.1. Fire Hazard Prevention During any Event, all exits must be unlocked and completely accessible unless prior permission is received in writing from RISK. Blockage of exit signs or doors by displays or banners is strictly prohibited. An unobstructed aisle (the width of each set of exit doors) must be left directly from the flow of traffic to the exit doors. The use of untreated hay, straw, or cotton bales is prohibited. Flammable decorations or flammable decorative materials are prohibited. All draperies, drops, curtains, and table coverings used are to be noncombustible, inherently flame resistant, or treated and maintained fire resistant. Sources of open flame [candles, incense, sterno, fuels, etc.] are not permitted in residence halls or other University buildings whether in use or not. The only exceptions are during lab experiments while in designated areas and Events who have obtained a permit from RISK. Sterno shall be also allowed in approved food uses (see section on food service), and the empty containers must be properly disposed of through the Hazardous Waste Division of Environmental, Health and Safety. No covered structures, such as tents, roofs, or overhead coverings, are allowed on any display in a building equipped with fire sprinklers without prior approval of RISK. See section on Tents and Air-Supported Structures. All utility panels, fire hose cabinets, standpipes, fire extinguishers and fire alarms must remain visible and accessible at all times. A minimum of four feet of clearance is required on all sides of fire equipment. Cotton batting (whether natural, artificial, or manufactured) straw, dry vines, leaves, hay, pine needles and sawdust are prohibited unless treated to be fire retardant. The use of cut trees, such as Christmas trees, must have prior approval of RISK. Flammable liquids of any sort are prohibited in public buildings, with the exclusion of designated laboratory spaces. Five-pound bottles of liquid propane gas may be used for demonstration purposes only if approved by the RISK. Combustible materials used for festive decorations, including but not limited to crepe paper decorations, other combustible trimming or ornaments and Christmas trees, shall be of the flame-resistant type. This will be indicated on the packaging, or else you can spray the objects with commercially available spray retardant. The Fire Marshall may require proof that the materials

	used are fire resistant or have been treated to be fire resistant. Please retain any packing or products used until after the Event is completed. Combustible materials, such as student artwork and teaching aids attached to school classroom and access to exits walls and ceilings shall not exceed 20% of a wall or ceiling surface. No person shall operate or install a combustible display or exhibit in a building unless the building is protected by an automatic sprinkler system. Do not hang any items on or around smoke detectors, sprinklers, sprinkler pipes or any other fire detection or protection life safety device.
	7.2.2. Slip/Trip Hazard Prevention Extension cords shall be properly taped to the ground or covered with electrical cord floor covers to reduce tripping hazards. Only use approved power bars or extension cords, as per the manufacturer's recommendations. Displays must be set up in such a way as to minimize tripping hazards.
	7.2.3. Electrical Hazard Prevention Portable lighting must be tip resistant. Every electric light set used must bear the Underwriters Laboratory [UL] label and be identified for indoor use. Decorative lighting used must be of the miniature bulb type or LED. Protect the electrical wires from damage. Do not run wires through doorways, ceiling tiles or where they will be walked on. Do not suspend electrical wires from the ceiling. Do not use nails or tacks to hang wires. Properly secure and protect any wires that cross aisles or corridors. Do not place electric lights on metallic trees; use spotlights for illumination. Do not hang lights on or around room lights, beds, smoke detectors or any other fire or life safety device.
	7.3. Pipe and Drape Drapes, curtains and other decorative materials including textiles and films used in buildings must conform to CAN/ULC-S109-M, 'Flame Tests of Flame-Resistant Fabrics and Films' when such drapes, curtains and other decorative materials are used in any assembly occupancy, lobby or exit or any open floor areas exceeding 500 m^2 in any business and personal services, mercantile or industrial setting. Commercial packaging for drapes and linens will have a fire rating on the package. If you are unsure if your fabric meets the above requirements, contact your supplier for more information. Pipe and drape wall barriers may not be set up in exit corridors or hallways without prior written permission from RISK.
	7.4. Events with Alcohol All alcohol service on campus, with the exception of Events in MacEwan Student Centre, must be *arranged and served* through the University's Preferred Food Service Provider, Aramark.

	The Event Planner must review the University Alcohol policy. This policy is located at https://www.ucalgary.ca/legal-services/university-policies-procedures/alcohol-policy
	7.5. Barbeques and Propane Equipment All BBQ's must be booked through UCalgary Accommodations and Events https://www.ucalgary.ca/ancillary/accommodations-and-events or 403.220.3111. All barbeque and propane equipment must be a minimum of five meters from all windows, doors, and air intakes. They are only permitted for outside use, including patio spaces. All barbeques and propane equipment must have a 5lb. ABC fire extinguisher present at all times. • Briquette fueled barbeques are prohibited on campus. • Smoking/vaping is strictly prohibited in any areas where propane is present. • Propane may not be stored inside.
	7.6. Tents and Air-Supported Structures All tents in outdoor spaces are required to book the space through Conference and Event Management, with the exception of the playing fields which are booked through the Faculty of Kinesiology. Tents and air-supported structures must be in conformance with the National Building Code – Alberta Edition and are subject to inspection. All structures are required to have City of Calgary permits. Tents and air- supported structures must not be erected closer than 3 m to other structures on the same property and be sufficiently distant from one another to provide an area to be used as a means of emergency egress. • Hay, straw, shavings, or similar combustible materials are prohibited within a tent or air-supported structure. • Smoking/vaping and open flame devices are not be permitted in a tent or air-supported structure while it is occupied by the public unless acceptable to the City of Calgary Fire Inspector and RISK. For any exceptions, written permission much be requested from RISK at least 10 business days before the Event. Tents and air-supported structures may not be erected on or across sidewalks so as to impede pedestrian use. They may also not be erected on areas within 6 meters of building entrances/exits so as to not block emergency egress from the building.
	7.7. Pop Up and Promotional Events **Pop Up Events** are defined as Events that use space on campus that has not been booked through the CEM Office and where the event is not for Academic or Research purposes. Pop Up Events are not permitted on University campuses or in University leased spaces. **Promotional Events** are defined as Events that are created to raise customer awareness of a particular product or brand. Promotional Events must be booked through the CEM office and must be reviewed to ensure that there is no conflict of interest. The exception to this statement is Promotional Events organized by Ancillary Services within their own areas.

	7.8. Sustainability Please consider taking action to reduce the environmental impact of your event. The on-line Green Events Guide can assist you with running your event sustainably – check out the many tips offered in the document. It can be located on line at https://www.ucalgary.ca/sustainability/get-involved/programs/sustainable-events-and-offices. Save money. Set an example. Make it memorable and different. Make it green.
	7.9. Accessibility All learners, staff and visitors to the University of Calgary have the right to a barrier-free physical, learning, and service environment. Our goal is to ensure equitable participation in all areas protected by the Alberta Human Rights Act. The University of Calgary encourages Event Planners to review accessibility needs for the Events. Tools that may assist you in planning an accessible event can be accessed at: https://accessiblecampus.ca/wp-content/uploads/2016/12/A-Checklist-for-Planning-Accessible-Events-1.pdf
	7.10. Theatre Guidelines Any show or stage Event must be assessed for its effect on occupant safety. For example, if the stage is covered in water for an effect, this must be noted that this will create a hazard to occupants walking on this wet surface, and plans made accordingly to reduce this risk. According to the City of Calgary bylaw, Smoking is not allowed in a controlled stage setting. Theatres are encouraged to use "fake stage cigarettes" to obtain the effect of smoking in a show. If the theatre chooses to use tobacco in a show that show must not allow entrance to anyone under the age of 18 and those attending the show must also be warned that there is real smoking present in the show. The area must be assessed for impact on Fire Detection devices (smoke alarms) see section 4.3.1.7 Show and Stage Devices
	7.11. Weapons, Weapon Props, Costumes on Site If events involve the use of props, costumes or prop weapons or ceremonial weapons, Campus Security is to be advised so that appropriate assessment can be made to ensure the well-being of the University community and its visitors. There will be no open carry, visible transport onto or around campus, or display on campus of toy weapons (including but not limited to Airsoft guns, paintball guns, cap guns and starter pistols), prop weapons, imitation weapons, ceremonial weapons or deactivated firearms outside of specific enclosed venues used by an event. To contact Campus Security please email security.operations@ucalgary.ca or call 403.220.5333
	7.12. Law Enforcement, Fire Department or EMS Attending

	If the Event Planner has engaged Calgary Police Services, the Calgary Fire Department or EMS to provide services at the Event, Campus Security is to be advised of the requirement of resources from external agencies for the purpose of the development of security plans, emergency plans, and communications plans.
	7.13. Minors Attending Campus Security will be advised should an event involve the attendance of minors, to review the age appropriateness of the event content for what is recognized as a vulnerable sector. Events that will be serving alcohol and where minors are allowed, must ensure that they are compliant with the Alberta Gaming and Liquor Commission (AGLC) regulations.
	7.14. Media Present If the Event Planner has invited Media to the Event, the Event Planner is required to coordinate such media with University Relations – Strategic Communications department.
	7.15. Government Official in Attendance Campus Security to be advised of the attendance of VIP's or invited officials, of any level of Municipal, Provincial, Federal, or foreign government that may require the development of a security plan, coordinating with potential protective details or emergency planning. security.operations@ucalgary.ca
	7.16. Parking/Road Use Any Event that wishes to use space in a parking facility or would have a potential impact on traffic or road ways on campus, must get written permission from the University of Calgary Parking and Transportation Services to do so. Any large Event must take into consideration the extra vehicles they may be bringing on to University property for the Event. The Event Planner must contact Parking and Transportation Services to determine if they require a designated parking facilities or spaces or any other special arrangements for their patrons. Email parking@ucalgary.ca or call 403.220.6771
	7.17. Vehicles in Buildings Any Event, Trade Show or Fair where vehicles are brought inside a building must meet the following conditions: • All vehicles are required to have a City of Calgary Special Event Permit • Fuel tanks can have no more than ¼ tank of fuel. • Fuel tank caps must be locked or taped shut. • The hot lead of the battery cable must be disconnected and taped. • All liquid propane containers from vehicles, motor homes, etc., must be removed unless the containers are new and are empty.

	• Anyone bringing a vehicle into a building must confirm with Campus Engineering that the floor structure can hold the weight of the vehicle. • Vehicle engines cannot be running in a building while it is occupied. If the vehicle must be driven into a building (rather than push it in while in neutral) it must be driven in at least one hour before the space is occupied and driven out only after all occupants have left.
	7.18. Motorized Miniature Vehicles Motorized Miniature Vehicles are not allowed on University of Calgary grounds or in buildings. Motorized miniature vehicles include, but are not limited to, the following: Electric Scooters Golf carts Hover boards Segways If you have any questions regarding these vehicles, please contact RISK.
	7.19. Road Races All Events that wish to use University roads or sidewalks, such as a road race, are required apply to Parking and Transportation Services. They must supply details such as the route, any required altering of traffic patterns or the shutting down of roadways. Parking and Transportation Services will evaluate the request and determine what impact the Event may have on other university activities.
	7.20. Outdoor Events Any Event that will be held outdoors on University property must take every precaution to have minimal impact on the grounds. All Event Planners that require the use of the grass or sidewalks must contact UCalgary Accommodations and Events to book the space. UCalgary Accommodations and Events will coordinate the details with Grounds such as sprinkler schedules, lawn maintenance and utility line marking, to ensure a successful event. • No Event structures or materials may block sidewalk access or egress from a building. • Any amusement rides or other outdoor rides must apply for written permission from RISK a minimum of one month prior to the Event and supply all details regarding equipment and safety plans. • There are no hot air balloons, helicopters or airplanes allowed on campus. • Unmanned Aerial Vehicles (drones) are not allowed on campus during/for events. • The University does not allow the intentional release of helium balloons into the atmosphere.
	7.21. Filming on University Property All requests for filming or photography must go through the UCalgary Accommodations and Events office. A Certificate of Insurance naming the University of Calgary as an 'Additional Insured' is required for all external filming companies requesting to film on campus. A formal agreement will be prepared outlining the details and to be signed by both parties. UCalgary Accommodations and Events will consult with Risk prior to consent.

	7.22. Unmanned Aerial Vehicles (UAVs) The Use of UAVs and related legislation is in addressed in the University of Calgary Standard Operating Procedure (SOP) for use of Unmanned Aerial Vehicles. Filming of events using a UAV is prohibited on University owned or leased lands and within University buildings.
	7.23. Memorials and Celebrations of Life Contact UCalgary Accommodations and Events for details about organizing an event.
	7.24. Procedures for Half-Masting the Canadian Flag University Policy for Half-Masting the Canadian Flag
	8. Event Inspections
	8.1. Every Event may be subject to an on-site inspection before the beginning of the Event. The City of Calgary Fire Inspector and UC Emergency Management RISK reserve the right to enter the Event for such purposes, and will contact the Event Planner to arrange for accompaniment during any inspections. For Event requiring inspection by the City of Calgary, the event must be ready for inspection a minimum of one hour before the beginning of the Event. Inspections required outside normal business hours (Mon - Fri. 7 AM - 5 PM) will be subject to an additional fee. Please check the City of Calgary website for such costs. **Webpage:** Calgary Fire Department inspections, investigations and permitting **Any risks identified during the inspection will be communicated to the Event Planner, who is responsible for addressing the concerns in a timely fashion. All required mitigation action must be confirmed back to UC Emergency Management RISK.**

Appendix 1

Alberta Regulation 31/2006, Public Health Act, Food Regulations

Part 5 Community Organization Functions

Interpretation

In this Part, "regional health authority" refers to the regional health authority in whose region the community organization function is being held

Notification of community organization function

The organizer of a community organization function must notify the regional health authority of the function in the form and manner required by the regional health authority.

Duration of function

A community organization function may run for more than 2 days with the written permission of the regional health authority and subject to any terms and conditions that the regional health authority imposes.

Food handling requirements

49**(1)** The organizer of a community organization function and volunteer caterers providing food for the function must ensure that

- the food is handled at all times in a manner that protects the public health,
- any foods that have not been prepared in an approved food establishment are prepared and donated by members of the community organization hosting the function,
- those attending the community organization function are advised that foods that have not been prepared in an approved food establishment are being served,

(d) not allow foods that are

- unpasteurized milk,
- uninspected meats, subject to section 22(3), or
- unfit foods,
- are neither used in the preparation of food nor served themselves,
- left-over food is either discarded or taken home by members of the organization hosting the community organization function,
- food handlers
- wear clean clothing and footwear,
- exhibit cleanliness and good personal hygiene,
- ensure that food is not contaminated by hair,
- wash hands as often as necessary to prevent the contamination of food or food areas,
- refrain from smoking in a food area,
- refrain from any other conduct that could result in the contamination of food or a food area, and
- pets, if present, are kept out of the food preparation and other food handling areas while food is being prepared or served.

A person must not work as a food handler if prohibited from working by or under the *Communicable Diseases Regulation* (AR 238/85).

The organizer must ensure that subsections (1) and (2) are complied with. AR 31/2006 s49;112/2006

Appendix 2 – Definitions

Air-supported structure means a structure consisting of a pliable membrane which achieves and maintains its shape and support by internal air pressure.

Assembly occupancy means the occupancy or the use of a building, or part thereof, by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes, or for the consumption of food or drink.

Authority Having Jurisdiction means a safety codes officer in the fire discipline exercising authority pursuant to designation of powers and terms of employment in accordance with Section 28 of the Safety Codes Act. For the University of Calgary, this person is the Fire Inspector for the City of Calgary for our area.

Building means any structure used or intended for supporting or sheltering any use or occupancy.

Combustible liquid means a liquid having a flash point at or above 37.8°C and below 93.3°C.

Dangerous goods means those products or substances which are regulated by the "Transportation of Dangerous Goods Act" and its Regulations.

Exit means that part of a means of egress, including doorways, that leads from the floor area it serves, to a separate building, an open public thoroughfare, or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare. (See Appendix A.)

Firecracker means any device that explodes instantaneously when ignited and does not produce any subsequent display or visible effect after the explosion and, without restricting the generality of the foregoing, includes those devices commonly known as Chinese firecrackers, but does not include paper caps containing not more than 16.2 mg (1/4 grain) of explosive per cap or devices to be used with the paper caps.

Fire-protection rating means the time in hours or fraction thereof that a closure will withstand the passage of flame when exposed to fire under specified conditions of test and performance criteria, or as otherwise prescribed in the Alberta Building Code.

Fire separation means a construction assembly that acts as a barrier against the spread of fire.

Fire Watch – Monitoring of the work area during and after the hot work to identify fire hazards and respond appropriately. A person trained in the use of fire suppression equipment and alarm activation is qualified to perform fire watch. Fire suppression equipment and a means of communication must be immediately available during a fire watch. This person may not be assigned to any other task and will not be doing the actual hot work.

Fireworks means the fireworks listed in Class 7, Division 1, and Class 7, Division 2, Subdivision 1 and 2 in Section 14 of the Explosives Act (Canada) and regulations under the Act.

Flammable liquid means a liquid having a flash point below 37.8°C and having a vapour pressure not more than 275.8 kPa (absolute) at 37.8°C as determined by ASTM D 323, "Vapor Pressure of Petroleum Products (Reid Method)." (See Subsection 4.1.2.)

Hot Work – Work that involves open flames or work that produces heat, sparks or dust that will affect the fire alarm system. Such operations include but are not limited to welding, brazing, cutting, coring, grinding, riveting, chipping, soldering, and thawing pipes.

Hot Work Permit – A document used to request approval to proceed with hot work and identify necessary safety precautions. The permit is posted at the workplace during the hot work process and remains posted until the fire watch is completed. The Hot Worker must be able to produce this permit on demand.

Means of egress means a continuous path of travel provided for the escape of persons from any point in a building or contained open space to a separate building, an open public thoroughfare, or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare. Means of egress includes exits and access to exits.

Occupancy means the use or intended use of a building or part thereof for the shelter or support of persons, animals, or property.

Occupant load means the maximum number of persons that may occupy a building or an area of a building at one time.

Hazard – is a situation, condition, process, material, or thing that may cause an injury or illness to a worker.

Hazard Assessment - is a procedure, which helps integrate required Occupational Health & Safety principles and practices into a particular work task. Each basic step of the task is examined to identify potential hazards and required control measures to determine the safest way to do the work.

Job – means a set of work tasks, situation, condition, or process that is conducted by a worker.

Supervisor – means the individual that directs or oversees a person, group, department, organization, or operation for the University of Calgary.

Worker – means any person engaged in work at the University of Calgary, including employees, contracted workers, volunteers, and graduate students.

Appendix 3

Special Events Assessment Checklist:

https://ucalgary.ca/risk/sites/default/files/teams/16/special-event-checklist.pdf

Appendix 4

The use of space to meet the needs of the University's regular programs and services is controlled by Enrolment Services (classroom space) and by individual faculties/departments (most other space). Once the requirements of regular programs and services have been fulfilled the University is prepared to make its space and facilities available for extra-curricular activities, including those of external groups.

The specific departments listed below have the authority to book extra-curricular space on University owned or leased property as follows:

Event Type	Spaces / Buildings	Department & Contact Person	Phone / Email
Outside Events (including road races)	Parking Lots, Roads	Parking & Traffic Services - ***Susan Austen***	Phone: 403-220-6773 Email: sausten@ucalgary.ca
	Athletic Playing Fields	Kinesiology Operations, Facility Bookings	Phone: 403-220-2831 Email: bookings@ucalgary.ca Website: https://kinesiology.ucalgary.ca/activeucalgary/booking-space
	Green Spaces (Grounds)	Conference and Event Management	Phone: 403-220-3111 Email: cem@ucalgary.ca Website: www.ucalgary.ca/cem
Inside Events	Kinesiology Buildings & Olympic Oval	Kinesiology Operations, Facility Bookings	Phone: 403-220-2831 Email: bookings@ucalgary.ca Website: https://kinesiology.ucalgary.ca/activeucalgary/booking-space
	MacEwan Student Centre / MacEwan Hall	Students' Union	Phone: 403-210-9375 Email: events@macewancentre.com
	Nickle Galleries and Gallery Hall	***Marla Halsted***	Phone: 403-210-6201 Email: marla.halsted@ucalgary.ca
	South Campus including Health Sciences / Heritage Medical & HRIC Atrium	Faculty of Medicine ***Jeanne Mack***	Phone: 403-220-8468 Email: irevent@ucalgary.ca
	Spy Hill Campus	Faculty of Veterinary	Phone: 403-210-6775

		Medicine	
	Taylor Family Digital Library (TFDL)	Libraries and Cultural Resources	https://libanswers.ucalgary.ca/policies/faq/199021
	University Theatre, the Boris Roubakine Recital Hall and the Rozsa Centre	University Theatre Services	Phone: 403-220-4901 Email: booking@theatreservices.ca
	All buildings other than specified above including classroom space for non-academic purposes, hallways, Public Spaces, Administration Atrium, Dining Centre, EEEL Building, Hotel Alma, Red and White Club and Taylor Institute.	Conference and Event Management	Phone: 403-220-3111 Email: cem@ucalgary.ca Website: www.ucalgary.ca/cem
Movie / Location Filming	Olympic Oval & Kinesiology Buildings	Faculty of Kinesiology – ***Elyse Schwartzkopf***	Phone: 403-220-6473 Email: eschwart@ucalgary.ca
	All other spaces on campus when used for filming	Conference and Event Management	Phone: 403-220-3111 Email: cem@ucalgary.ca Website: www.ucalgary.ca/cem