

VICTORIA STUDENT EVENT FORM (VSEF)

In effect as of October 22, 2021 and until further notice

(Last Updated March 14, 2022)

This form will assist students in planning fun, inclusive, educational, healthy events on campus. The event planning protocol (insert website) and VSEF are meant to make this as easy as possible, while ensuring that events are safe, and that all events adhere to relevant college regulations and COVID requirements.

Please note that the approvals and recommendations for events may have to adapt in order to comply with evolving government and health and safety COVID regulations.

This is the only form needed for student event approval and booking at Vic.

The event approval process takes a minimum of 5 business days to complete. If you are planning on including catering at your event, approval will take an additional 5 business days (10 in total).

Winter 2022: Capacity Limits

Capacity limits are lifted for any masked space. This is considered to be all spaces/activities that do not involve food.

Event organizers have access to all bookable student spaces on campus, except the Regents Foyer & the Regents Meeting Room. The Regents Foyer has been designated as the drop-in eating space for students on campus.

Available Spaces include:

- Wymilwood Lounge
- Music Room
- Copper Room
- Wendy Cecil Atrium (Ideal for drop-in Events)
- Commuter Lounge

Outdoor Spaces (Weather Permitting)

- Burwash Quad
- MAH Field

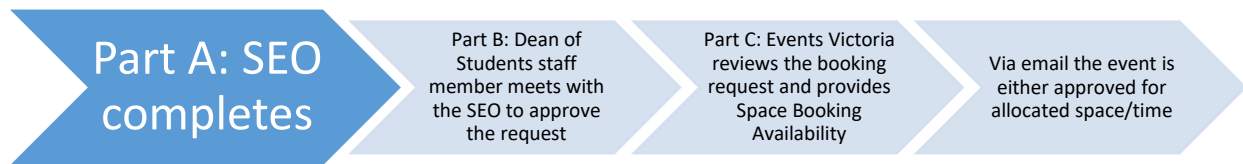
If your event involves food, the Reviewing Staff Member will discuss guidelines, capacity limits, and distribution with you during your VSEF Review meeting.

Student Event Organizers will receive availability confirmation or space alternatives from Events Victoria, depending on schedule conflicts or standard capacity needs.

If you are booking an off-campus event, please do not confirm off-campus venues until after your VSEF review meeting has occurred.

Approval Process

Part A of the form must be completed by the Student Event Organizer (SEO). The SEO must submit the VSEF to vic.dean@utoronto.ca in the Office of the Dean of Students.



Part A: Event Proposal to be completed by Student Event Organizer (SEO)

1. Event Title and Description:	
2. Proposed Location of Event/Date/Start Time:	
3. Proposed End Time:	
4. Name of Student(s) hosting event & contact details (email(s) & phone number(s)):	
5. Affiliated club/levy/student group/student organization (if any):	
6. Event size (maximum number of participants & event staff):	
7. Additional visitors or non-U of T students required to be at your event (if any):	
8. Financial plan for this event (appropriate funds, approval, budget, etc.) if applicable:	
9. Community impact considerations (e.g., noise, use of Vic Brand, risk of injury, etc.):	
10. Equity and accessibility considerations:	
11. Training/support required (if applicable):	
12. Food and/or beverages at your event (including supply and distribution details):	
13. Other considerations:	

COVID Specific Questions:

1. COVID specific health and safety planning considerations:	Y <input type="checkbox"/>	N <input type="checkbox"/>
2. Risk factors for vulnerable groups have been taken into consideration in planning this event (provide details):	Y <input type="checkbox"/>	N <input type="checkbox"/>
3. Special equipment being used or shared if applicable (provide details):	Y <input type="checkbox"/>	N <input type="checkbox"/>
4. Participant limits are appropriate for the event and location.	Y <input type="checkbox"/>	N <input type="checkbox"/>
5. SEO will ensure health screening, using UCheck, completed by event organizers and attending students prior to joining the event.	Y <input type="checkbox"/>	N <input type="checkbox"/>
6. SEO will eliminate activities that promote transmission (e.g handshakes, close physical contact etc.).	Y <input type="checkbox"/>	N <input type="checkbox"/>
7. SEO will ensure that any shared materials (pens, microphones, white board markers) are disinfected with approved Health Canada DIN numbered sanitizer provided by the university, and that used material is stored separately.	Y <input type="checkbox"/>	N <input type="checkbox"/>
8. SEO will ensure that where applicable, food/beverage handling and consumption are compliant with COVID guidelines.*	Y <input type="checkbox"/>	N <input type="checkbox"/>
9. Event layout provides for appropriate physical distancing (>2m) and controls access points for crowd control and event flow. Additional signage/wayfinding direction/arrows are posted where applicable. Please provide details:	Y <input type="checkbox"/>	N <input type="checkbox"/>
10. SEO agrees to use scripts (provided by the Office of the Dean of Students upon event approval) to remind participants about COVID protocols.	Y <input type="checkbox"/>	N <input type="checkbox"/>
11. Visitors (guests and non-U of T students) will complete a visitor form and their proof of vaccination status and ID will be shared with the SEO at the point of entry. Note: if a contractor is hired to provide service to the event. They must complete a UofT COVID-19 Contractor/External Acknowledgement Form and provide it to the SEO.	Y <input type="checkbox"/>	N <input type="checkbox"/>
12. SEO will follow any additional directions provided during the meeting with the reviewing staff member from the Office of the Dean of Students staff member as needed.	Y <input type="checkbox"/>	N <input type="checkbox"/>
Other Comments:		

Please indicate four time blocks of 1 hour each within the next week during business hours (Monday to Friday, 9 AM to 5 PM) when the SEO(s) can meet with a member of the Office of the Dean of Students to review this submission:

- 1.
- 2.
- 3.
- 4.

Part B: Event Approval (to be completed by CLC, RLC, or an Assistant Dean)

Name of Reviewing Staff Member and Title:	
Event Proposal Approved:	Y <input type="checkbox"/> N <input type="checkbox"/>
Date:	
Changes required, comments, and recommendations:	

Part C: Booking Confirmation (to be completed by Manager at Events Victoria or delegate)

Physical Environment & Signage		
1. COVID prevention/precautions and COVID assessment posters are located at entrances to the building and service points.	Y <input type="checkbox"/>	N <input type="checkbox"/>
2. Strategies to encourage physical distancing and mask usage are included in floor signage, posters, etc., in all event spaces.	Y <input type="checkbox"/>	N <input type="checkbox"/>
3. Strategies in place for directing the flow of traffic in common areas are in place.	Y <input type="checkbox"/>	N <input type="checkbox"/>
4. Strategies have been implemented for safe washroom use (e.g. capacity limits are posted).	Y <input type="checkbox"/>	N <input type="checkbox"/>
Hygiene/Cleaning & Disinfecting		
5. Handwashing facilities with soap and water or approved hand sanitizer stations are readily available.	Y <input type="checkbox"/>	N <input type="checkbox"/>
7. Handwashing and cough/sneeze etiquette posters are clearly displayed.	Y <input type="checkbox"/>	N <input type="checkbox"/>

8. Disposable paper towels are available for drying hands in washroom facilities.	Y <input type="checkbox"/>	N <input type="checkbox"/>
9. High touch surfaces are frequently cleaned and disinfected.	Y <input type="checkbox"/>	N <input type="checkbox"/>
Event Specific		
10. Sections A and B of this form have been completed and the event been approved through the Office of the Dean of Students.	Y <input type="checkbox"/>	N <input type="checkbox"/>
11. The space/services/facilities requested are appropriate for the needs of the Event Planners.	Y <input type="checkbox"/>	N <input type="checkbox"/>
12. The space/services/facilities are available for the dates and times requested.	Y <input type="checkbox"/>	N <input type="checkbox"/>
13. Please indicate any food/beverage and/or tech requests that require follow-up (provided details).		
14. Please indicated any COVID or safety considerations that ought to be addressed by the Office of the Dean of Students in addition to those already indicated on this form		
<p>Name of Reviewing Staff Member and Title:</p> <p>Booking Confirmation Approved: Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Date:</p> <p>Changes required, comments, and recommendations:</p> <p>BOOKING CONFIRMATION is approved or not approved, and this is sent to the SEO and Office of the Dean of Students representative who approved Part B.</p>		