**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)

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

# COVID Specific Questions:

|  |  |  |
| --- | --- | --- |
| 1. COVID specific health and safety planning considerations:

Click or tap here to enter text. | Y[ ]  | N[ ]  |
| 1. Risk factors for vulnerable groups have been taken into consideration in planning this event (provide details):

Click or tap here to enter text. | Y[ ]  | N[ ]  |
| 1. Special equipment being used or shared if applicable (provide details):

Click or tap here to enter text. | Y[ ]  | N[ ]  |
| 1. Participant limits are appropriate for the event and location.
 | Y[ ]  | N[ ]  |
| 1. SEO will ensure health screening, using UCheck, completed by event organizers and attending students prior to joining the event.
 | Y[ ]  | N[ ]  |
| 1. SEO will eliminate activities that promote transmission (e.g handshakes, close physical contact etc.).
 | Y[ ]  | N[ ]  |
| 1. 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[ ]  | N[ ]  |
| 1. SEO will ensure that where applicable, food/beverage handling and consumption are compliant with COVID guidelines.\*
 | Y[ ]  | N[ ]  |
| 1. 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: Click or tap here to enter text.
 | Y[ ]  | N[ ]  |
| 1. SEO agrees to use scripts (provided by the Office of the Dean of Students upon event approval) to remind participants about COVID protocols.
 | Y[ ]  | N[ ]  |
| 1. 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](https://ehs.utoronto.ca/wp-content/uploads/2020/08/UofT-Contractor-COVID-safety-acknowledgement-form-August-10-2020_Final.pdf) and provide it to the SEO.
 | Y[ ]  | N[ ]  |
| 1. 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[ ]  | N[ ]  |
| 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. Click or tap here to enter text.

2. Click or tap here to enter text.

3. Click or tap here to enter text.

4. Click or tap here to enter text.

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

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| --- |
| Name of Reviewing Staff Member and Title: Click or tap here to enter text.Event Proposal Approved: Y[ ]  N[ ] Date: Click or tap here to enter text.Changes required, comments, and recommendations: Click or tap here to enter text. |

# 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[ ]  | N[ ]  |
| 1. Strategies to encourage physical distancing and mask usage are included in floor signage, posters, etc., in all event spaces.

  | Y[ ]  | N[ ]  |
| 1. Strategies in place for directing the flow of traffic in common areas are in place.

  | Y[ ]  | N[ ]  |
| 1. Strategies have been implemented for safe washroom use (e.g. capacity limits are posted).
 | Y[ ]  | N[ ]  |
| **Hygiene/Cleaning & Disinfecting** |  |  |
| 1. Handwashing facilities with soap and water or approved hand sanitizer stations are readily available.
 | Y[ ]  | N[ ]  |
| 1. Handwashing and cough/sneeze etiquette posters are clearly displayed.
 | Y[ ]  | N[ ]  |
| 1. Disposable paper towels are available for drying hands in washroom facilities.
 | Y[ ]  | N[ ]  |
| 1. High touch surfaces are frequently cleaned and disinfected.

  | Y[ ]  | N[ ]  |
| **Event Specific** |  |  |
| 1. Sections A and B of this form have been completed and the event been approved through the Office of the Dean of Students.
 | Y[ ]  | N[ ]  |
| 1. The space/services/facilities requested are appropriate for the needs of the Event Planners.
 | Y[ ]  | N[ ]  |
| 1. The space/services/facilities are available for the dates and times requested.
 | Y[ ]  | N[ ]  |
| 1. Please indicate any food/beverage and/or tech requests that require follow-up (provided details).

Click or tap here to enter text. |  |  |
| 1. 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

Click or tap here to enter text. |
| Name of Reviewing Staff Member and Title: Click or tap here to enter text.Booking Confirmation Approved: Y[ ]  N[ ] Date: Click or tap here to enter text.Changes required, comments, and recommendations:  Click or tap here to enter text.**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.**  |
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