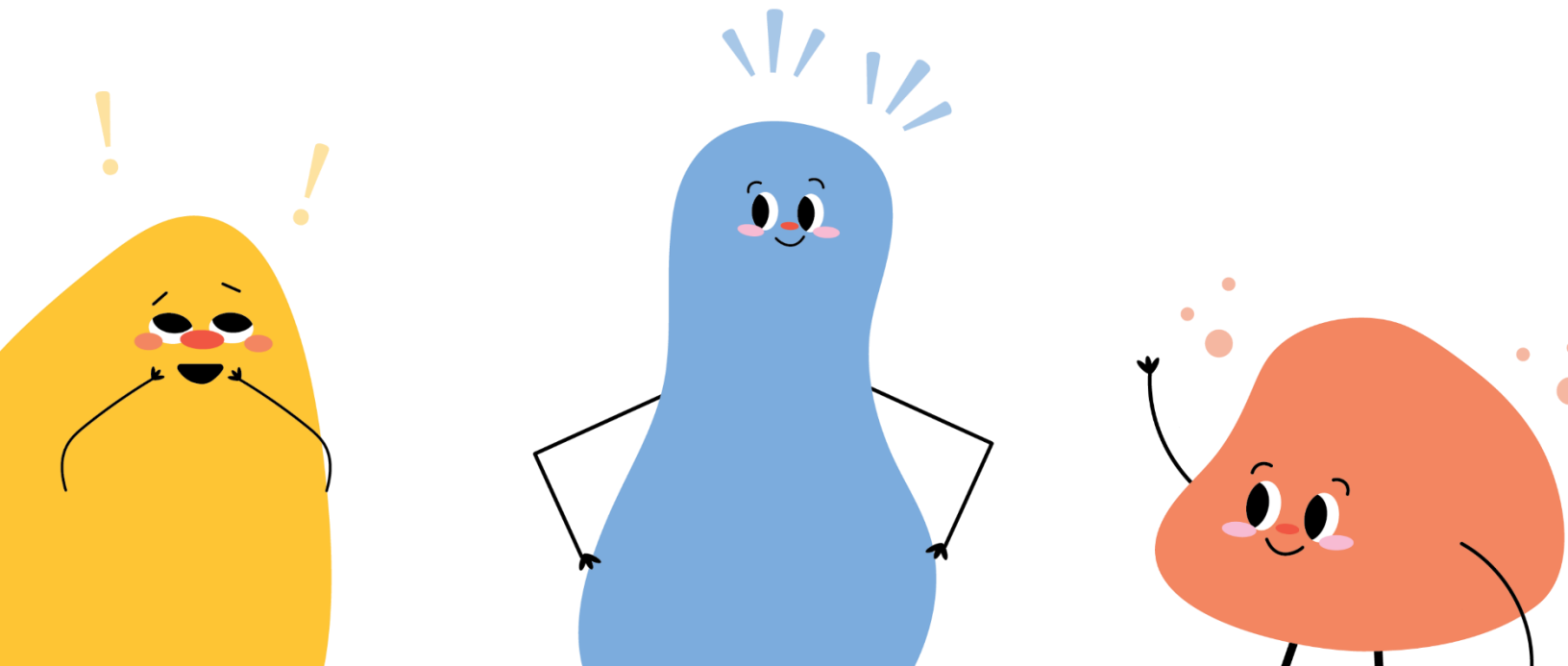


SUclubs

Manual
2024-2025



INTRODUCTION 4

What is the SU? 4

Clubs Office Hours & Contacts 4

Club Autonomy *Table of Contents* 5

Benefits of Becoming an SU Registered Club 5

Diversity and Conduct 5

REGISTERED CLUB EXPECTATIONS..... 6

Registered Club Agreement 6

Club Constitutions 6

Club Transition Tips 6

Important Dates and Deadlines 7

What is your Club status?..... 10

WELCOME TO CLUBHUB 11

ClubHub 101 – A Mandatory Requirement 11

General Forms on ClubHub 11

Event Planning Checklist 11

HOW TO RE-REGISTER: 12

EVENT SPACES & GENERAL POLICIES 13

MCEC (MacEwan Conference and Event Centre) 13

Other Spaces on Campus (UCAE & KINES) 15

Access To SU Clubs Areas 17

ClubHub 18

CLUB FUNDING..... 19

General Funding Guidelines..... 19

Club Activities Fund 19

Special Event Funding 20

How to Request Funding 21

Other Funding Opportunities..... 21

Bank Letter 21

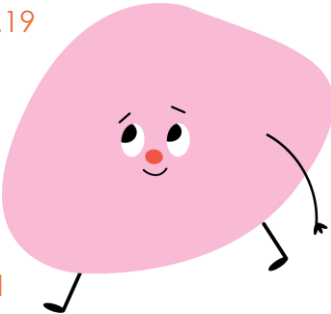
STORAGE 22

Lockers 22

Trifold Storage 22

PROMOTE YOUR CLUB 22

Clubs Week..... 22



Social Media 23

Posters & Banners 23

Screens in MacHall 24

Display Case 24

SU Registered Club Logo 24

RISKS & LIABILITY 24

Insurance 25

Event Waivers 26

AWARDS & SCHOLARSHIPS 26

Club Awards 26

Eric Lahoda Memorial Scholarship 26

Outstanding Jr Executive Award 27

Club Awards Event 27

ADDITIONAL RESOURCES 27

Pop Allocation & Popcorn Machine 27

Jr Exec Program 27

Club Mail 28

More On-Campus Resources 28

POLICIES & APPENDICES 28

Club Member Conduct 28

SU Elections and Clubs 30

APPENDIX A: REGISTERED CLUB AGREEMENT 30

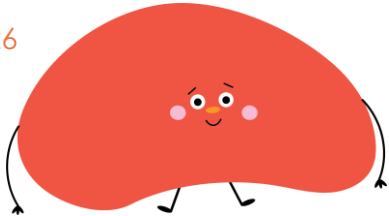
APPENDIX B: DIVERSITY, EQUITY, AND SAFE SPACES 32

APPENDIX C: MSC ROOM AND PUBLIC SPACE BOOKING CONDITIONS 32

APPENDIX D: MSC TABLE BOOKING CONDITIONS 34

APPENDIX E: CLUB LOCKER TERMS AND CONDITIONS 34

APPENDIX F: COMMON CLUB TERMS AND DEFINITIONS 36



INTRODUCTION

What is the SU?

The Students' Union (SU) is a student-governed and student-led organization. The SU is statutorily incorporated under the Alberta *Post-Secondary Learning Act* and is a registered lobby organization under the Alberta *Lobbyists Act*. Our mandate is to **serve, represent, and support** all University of Calgary undergraduate students.

Whether it's an affordability concern, an accessibility issue, or a matter related to the quality of education, the SU advocates on behalf of students to the university and all three levels of government. In addition, we offer a wide range of programs, services, and businesses to support you and enhance your quality of life on campus.

Students are the reason we exist.

The SU believes that clubs are an excellent way to enhance a student's university experience. Clubs allow students to connect with new people on and off campus, grow leadership experience, and share their knowledge, interests, and hobbies with others. It's about building community!

Clubs Office Hours & Contacts

The SU Clubs Office is staffed by two Coordinators, Student Organizations (CSOs) and one Assistant, Student Organizations (ASO), who is a part-time student staff member. Whether you have a simple question or need to request an appointment for more complex issues, we are here to help. Our working hours are from 8:30 am – 4:30 PM, Monday to Friday. Visiting office hours for Clubs are 10:00 am – 12:00 PM and 2:00 PM to 4:00 PM.

- The best way to reach us is by email: clubsoff@ucalgary.ca. This email is checked on a regular basis and we generally respond to all emails within three business days.
reception@su.ucalgary.ca
- You can also reach us at [403.220.2233](tel:403.220.2233) to set up a time to chat.

For general inquiries on SU services, email:

or call [403.220.6551](tel:403.220.6551)

Follow us on social media to keep on top of the latest news and updates!

- **Facebook:** /SUUofCCLubs
- **Instagram:** @suuofcclubs

Please update the Clubs Office and your ClubHub page if your contact information changes. Most clubs-related correspondence occurs over email. It is your responsibility to regularly check for important information and deadline reminders sent to you by our office.

Stating your club did not receive our email is not a valid excuse for missing a deadline.

Club Autonomy

SU Registered Clubs are considered third-party organizations and are not “run” by the SU. We are here to provide guidance and coaching so that your club can provide student-run initiatives intended to enhance and improve student life at the University of Calgary.

- 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.
- 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 the revoke the status of a Registered Club for not complying with SU policies and procedures, or that of their own governing documents.** The SU does not have the authority to adjudicate every inter-club, intra-club, or interpersonal conflict, but we can guide your club in the right direction and provide advice. We work with offices on campus to ensure clubs have access to the right resources for their unique situation.



Benefits of Becoming an SU Registered Club

Student groups or clubs do not need to register with the SU to exist on campus. However, registering your organization with the SU is a special privilege. When your club stays on top of its mandatory requirements, in turn you receive access to freebies, perks, services, and other benefits, such as:

- Club lockers
- Trifold storage
- Participation at Clubs Week
- Funding opportunities
- Promotional opportunities
- Space bookings at no cost/low rates
- Affordable insurance for your club activities
- Support and guidance from SU staff
- ...and [more!](#)

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 University’s non-academic misconduct policy.

REGISTERED CLUB EXPECTATIONS

Registered Club Agreement

All SU Registered Clubs must adhere to the [Registered Club Agreement](#) to access SU funding and services. This agreement is completed digitally through the online registration process. It is the responsibility of club executives to have an in-depth understanding of this agreement and to reach out to the CSOs if they require clarification.

Locked clubs are not permitted to use their Registered Student Organization name to host or co-host events of any kind. As an SU Registered Student Organization, you must be in good standing with an approved ClubHub event submission to hold official club events.

Club Constitutions

- Your club's constitution acts as a governing document for the organization; it provides a framework and establishes rules for how your club operates.
- Each club that registers with the SU **MUST** have a Club Constitution (or Bylaws).
- If a new version is approved by your club's members (according to the proper process in your current constitution), it must be submitted to the SU within two weeks of the ratification.
- Clubs will be prompted to review their constitution every five years if they haven't already done so.

Why Club Constitutions Are Important

A ratified constitution is crucial for the longevity and legitimacy of SU Registered Clubs. It provides a clear mandate, ensuring consistent operations and helping prevent or resolve conflicts. In case of disputes, the CSOs refer to the constitution on file to guide club executives in finding solutions.

Club Transition Tips

- Make sure to let new executives know about all mandatory deadlines (e.g., Re-Registration deadline) so the club doesn't lose its Active status for the upcoming year.
- Make sure your new Club Executives have access to ClubHub.
- Review your Constitution with the incoming executives.
- Ensure that you pass on feedback collected by members through the year so your incoming executives can review and/or implement this feedback as needed.
- **Appoint new Designated Booker(s), if applicable, by filling out the form on ClubHub.**

- Let the new executives know where to find the club records, including passwords, and email accounts. If your club has a locker or a designated office on campus, make sure to pass on codes or keys for these spaces.
- If your club has key contacts that support your work (e.g., faculty members, external organization, community advisors, etc.), ensure that your new President is introduced to them before your term is over.
- If you've had trouble with your transition, give the Clubs Office a heads up! Having this information can help us better support your club. Areas of concern can include:
 - Your election/appointment process did not go smoothly or was delayed.
 - You were not able to pass on the above important information for some reason.
 - There is an unresolved conflict between members that you were not able to address before the end of your term.

Important Dates and Deadlines

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

Date (2024/25)	Event/Deadline <i>(All events and deadlines subject to change)</i>
July 5	Fall Special Event Funding application opens
August 1	Weekly Fall Space BLOCK Bookings open (MacHall) *For September 3 rd to November 14 th *
August 9	Fall Special Event Funding application deadline
August 22	Fall 2024 ClubHub 101 Training – In Cassio
August 26	Clubs Week Table Registration form opens, Locker and Pop Request forms open
September 3	MacHall and University spaces available for individual club bookings *If you'd like to hold an event on September 3 rd , an event request must be submitted no later than August 9 th *
September 10	Clubs Week Table Registration deadline
September 16-20	Fall 2024 Clubs Week
September 23 – 27	Fall 2024 ClubHub 101 Training – In Cassio
October 1 and 4	Fall 2024 ClubHub 101 Training – In Cassio *Clubs who have not yet completed ClubHub 101 will be Locked on October 5th*

October 4	Winter Special Event Funding application opens
October 10	Mandatory Insurance payment deadline
November 8	Winter Special Event Funding application deadline
November 15	Weekly Winter Space BLOCK Bookings open (MacHall) *For November 15 th to April 30 th *
December 2	Club Awards and Eric Lahoda Scholarship application forms open
January 2	Winter Clubs Week Table Registration opens Final Mandatory Insurance payment window opens
January 13 – 14	Winter 2025 ClubHub 101 Training – In Cassio (FINAL SESSIONS)
January 20–22	Winter 2025 Clubs Week
January 31	Club Awards and Eric Lahoda Scholarship application deadline Final Mandatory Insurance payment window deadline
March 3	Re-Registration for 2025/2026 opens
April 4	Spring/Summer Special Event Funding application opens
April 10	Club Awards Event
April 30	Club Locker clean out deadline *Remaining items will be donated or thrown out*
May 9	Spring/Summer Special Event Funding application deadline
May 15	2025/2026 Re-Registration deadline 2025/2026 New Club Request deadline

Mandatory Requirements

All clubs must complete the following items each year to maintain Active status.

MUST DO	REQUIREMENTS	DEADLINE
<p>ClubHub 101 *In-person session that gives guidance on navigating ClubHub, accessing SU funding, and services!</p>	<p>All clubs must have at least TWO executives complete ONE in-person session between August to October every year. Clubs who miss this requirement will be put on Locked status and can complete the January sessions to become Active again. After January, there are no additional opportunities to complete ClubHub 101.</p>	<p>August 22 September 23 – 27 October 1 & 4 January 13 & 14 *Held in Cassio, 2nd floor of MSC next to Mr. Pretzel.</p>
<p>Insurance Payment *General Liability ONLY. Clubs must obtain their own additional insurance for property damage or personal injury as needed.</p>	<p>SU Clubs are covered by the SU’s General Liability Insurance for events registered through ClubHub.</p> <p>Costs vary by event type:</p> <ul style="list-style-type: none"> • Non-alcohol events on-campus or online: \$20/year • Non-alcohol events off-campus: \$30/year • Events with alcohol: \$60/year 	<p>First window: August 22 – October 4 Second window: January 2 – 31</p>
<p>Re-Registration</p>	<p>Re-Registration needs to be completed by all SU Clubs each year at the end of the winter semester. The Clubs Office will post a notification on ClubHub, as well as send a reminder email. The reporting form opens on March 3rd and is available for eight weeks.</p>	<p>May 15, 2025 (11:59 PM)</p>
<p>Event Approval *All clubs, big or small, must submit their events for approval.</p>	<p>Clubs must submit a ClubHub Event Request for all club events with a minimum of 15 business days’ notice, not including the day of the event (i.e., 16 days total), for their SU insurance to be effective and to avoid a formal warning for having an unsanctioned event. Failure to disclose all planned activities, speakers, and location for club events may result in Locked status for your club.</p>	<p>Ongoing: 15 business days’ notice, excluding the day of the event. Online: 10 business days’ notice, excluding the day of the event Special events: 5 weeks’ notice</p>
<p>Designated Booker No Designated Booker? No events.</p>	<p>Clubs must appoint two designated bookers to do event submissions and space bookings for the club by filling the “Designated Booker Form” on ClubHub. Event submissions and room bookings made by a non-designated booker will be denied.</p>	<p>At the beginning of each semester, make sure the designated bookers are updated (if applicable).</p>

What is your Club status?

There are 2 different statuses that your club can hold. The status of your club will determine its ability to operate as an "SU Club". Clubs can change their status after fulfilling specific criteria detailed below or speaking with the CSOs.

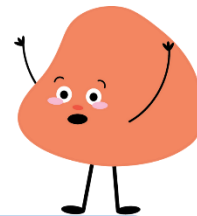
Active Status:

Club is in good standing and has full access to SU Registered Organization privileges.

Locked Status:

- Clubs under Locked status will have no access to SU funding and services.
- Clubs who failed to complete their Re-Registration before the deadline will remain Locked until Re-Registration is successfully completed for the following academic year.
- Upon missing two Re-Registration periods in a row, the club's ClubHub account will be removed from ClubHub. All documents and records pertaining to the club will then be deleted.
- Locked clubs are not permitted to use their Registered Student Organization name to host or co-host events of any kind. As an SU Registered Student Organization, you must be in good standing to host events.

Why Is My Club Locked?



Did you Re-Register?

Re-Registration was not completed by the deadline or the required information was not provided.



Was ClubHub 101 missed?

At least two club executives did not complete the MANDATORY ClubHub 101 training session.



Violate a policy?

Club violated terms of use of a space operated by the SU, club constitution, University policies and/or the Registered Club Agreement



Still meet requirements?

- A minimum of 20 members, 2/3 of whom must be undergraduate UCalgary students.
- A minimum of 4 executives whom must be undergraduate UCalgary students



Unsanctioned events?

Had one or more unsanctioned events or ClubHub submission(s) has false or misleading information.



Did you pay for insurance?

Did not pay for SU insurance or did not get private insurance before deadline .

WELCOME TO CLUBHUB

[ClubHub](#) is the primary online platform your club can use for almost EVERYTHING. After setting up their own accounts, clubs can submit requests for events, spaces, funding, an allocation of pop at no charge, communicate with the CSOs, and more!

ClubHub 101 – A Mandatory Requirement

ClubHub 101 is one in-person training session that at least two executives from each club must complete annually. During this session, executives will learn how to navigate and utilize ClubHub, apply for funding, and plan events effectively. Additionally, we will share helpful tips to ensure the longevity and quality of your club. Pre-session sign-up will be available on ClubHub, walk-ins welcome if capacity allows.

General Forms on ClubHub

“Forms” are one of the most frequently used functions on ClubHub. They are available once you log-in to the portal next to “news” and can be submitted from your club’s individual account. There are multiple types of forms: Pop Request, Locker Request, Designated Booker, Club Award Nominations, Eric Lahoda Scholarship, ClubHub 101 Sign Up, Clubs Week Table Request, Display Case Request etc.

***Depending on the time of the year, some forms might not be available all year around.**

Event Planning Checklist

All club events MUST be submitted for approval in ClubHub. Planning an event early and staying on top of things ensures that your club can be successful and have a great experience. Use our checklist to help get you started. If your club needs assistance with points on this list, email us and we can provide some advice.

1. Do we have enough time to book a space for our event? (3 weeks or 5 weeks in advance depending on the type of the event; for more detail, check the “Funding – general policy” section)
2. Does the event fall in line with SU and University polices?
3. Do we need food & drinks? If so, check food & catering policies.
4. How big of a space do we need? Is equipment like a projector and screen needed?
TIP! Request a proper size space on ClubHub to raise the chance to get a space!
5. If our event is off campus, do we need extra insurance? (see Risk & Liability section)
6. Do we need participants to sign a waiver? Ensure to include any activities that may need additional coverage.
7. Will this event be open to only club members, or any student?
8. Do we need to book a speaker or facilitator?
9. Do we need any additional supplies for our event?
10. What’s our plan for checking people into the event and clean-up afterwards?



HOW TO RE-REGISTER:

To maintain Active status for the next academic year, Re-Registration must be completed annually between March 3rd, 2025, and May 15th, 2025, by 11:59 PM.

1. Prepare Required Documents:

- *Income and Expenses Sheet:*
 - Ensure it covers the period from May to April of each year.
 - Include all membership fees, club expenses, and ALL income.
 - Please use the provided template if you are unsure how to submit this information.
- *Bank Statement:*
 - Obtain a bank statement from the last three months.
 - Screenshots are not valid. PDF is preferred.
 - If your club does not have a bank account, provide a detailed explanation of how your club manages any income/expenses and why your club does not have an account.
- *Member Roster:*
 - List all active members.
 - Include UCIDs for all University of Calgary undergraduate members; otherwise, your Re-Registration will be denied.
- *Club Constitution or Bylaws:*
 - Ensure they have been updated and reviewed within the last five years.

2. Optional Items:

- *Transition Materials:*
 - Provide any additional information that might be helpful for incoming club leaders.
- *Additional Information:*
 - Include any issues with transition.
 - Provide context to any of the requested information.
 - Note any questions or concerns.

3. Log into ClubHub:

- Navigate to the ClubHub portal.
- Click on the "Forms" button on the left-hand side, under the news icon.
 - Note: If you click on your club circle and then into "Forms," you will be in the wrong place. This area is just for you and your club members to create their own forms.

4. Submit Your Documents:

- Follow the prompts to upload and submit the required documents.
- Ensure all information is accurate and complete.

5. Monitor Your Submission:

- Regularly check your submission as the CSOs may reach out with questions regarding your submission.

6. Approval:

- Once your Re-Registration is approved, your club will maintain its Active status for the next academic year.

By following these steps and ensuring all documents and information are accurate and complete, your club will successfully maintain its Active status for the upcoming academic year. If you have any questions or need assistance, please reach out to the Clubs Office.

EVENT SPACES & GENERAL POLICIES

MCEC (MacEwan Conference and Event Centre)

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

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 (excluding the date of the event).

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 Designated Bookers may request reservations. Ensure two Club Executives are assigned this role and be sure to fill out the [Designated Booker Form](#).
- Minimum **15 business days' (3 weeks)** notice for all MCEC reservations, **not including the day of the event.**
- Minimum **25 business days' (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 9 AM – 9 PM on weekdays. ***Weekend bookings are not available.**
- Operational hours in **Spring/Summer** semesters are 9 AM – 4 PM. **Weekend bookings are not available.**
- Clubs are not permitted to sell any items or goods when using free MCEC spaces. This includes vendors at events or fundraisers.
- In consultation with the CSOs, 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 of MCEC terms and conditions may result in Locked status.

Special Event Booking Policies:

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 **25 business days' (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.
- Connect with the CSOs when planning a Special Event to determine the right steps and ensure your event runs smoothly.

MCEC Booking Allowances:

THAT EMPTY SPACE

Two free 8-hour bookings per month.
Additional bookings 50% off regular price.

CONFERENCE ROOMS

Two free 4-hour bookings per week.
Additional bookings 50% off regular price.

SOUTH COURTYARD

Two free 8-hour bookings during Fall and Winter semesters.
Additional bookings 50% off regular price.

MACHALL TABLES

Ten free "info" tables (inform public about club, sell club event tickets or merch).
One free "sales" table (sell products or tickets to off-campus club events) per semester.
Additional tables \$15

SPECIAL EVENT SPACES

Includes the North Courtyard, Ballroom, and Hall A/B.
These spaces cannot be booked for free.
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).

Equipment and A/V

MCEC provides 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 information:

FREE EQUIPMENT (upon request)		PAID FOR/NOT INCLUDED EQUIPMENT	
<ul style="list-style-type: none"> • Chairs • Tables* • Podium • Speakers and Microphone • Clubs Cart** 	<ul style="list-style-type: none"> • TV with DVD Player • Whiteboard • Flipchart • LCD Projector & Screen 	<ul style="list-style-type: none"> • Tables (tall cocktail) • Cattle Gates or Stanchions • Food & Drink • Large PA Systems • Pipe and Drape 	<ul style="list-style-type: none"> • Decorations • Extra Microphones • Personal Laptops***

*Clubs can receive up to 10 free tables per booking from a selection of 8-foot tables, or round "banquet-style" tables.

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

***Clubs must use their own laptop and chargers.

Weekly Block Bookings:

Clubs may “block book” rooms for weekly events in advance, but only during certain periods of the year. Block bookings are available **one semester at a time** (i.e., clubs cannot block book for the Fall and Winter semester at the same time).

Block Booking Dates:

- **August 1st:** Block bookings for the Fall semester open
 - Bookings available between 8:30 AM – 9 PM
- **November 15th:** Block bookings for the Winter semester open
 - Bookings available between 8:30 AM – 9 PM
- **March 15th:** Block bookings for the Spring/Summer semesters open
 - Bookings available between 9 AM – 4 PM

Catering & Food Policies

- Clubs may **ONLY** bring outside **snacks, pre-packed items, and non-alcoholic drinks from a restaurant or commercial kitchen** into MCEC areas for events that are designated for **club members**. If you're not sure, run it by us first so we can provide some clarification on what is allowed.
- Clubs **CAN NOT** sell or give away food or drinks in the **North or South Courtyard, or at any MacHall tables**.
- Clubs **CAN NOT** serve full meals in any event spaces.
- Clubs **CAN NOT** hire outside catering for events in MCEC spaces.
- Club events that are open to non-members and require food **must use** MCEC catering
(*if more than 25% of participants of the event are non-members/public, catering will be charged the full price)
- Clubs intending to sell or register new memberships at the door of an event must advertise accordingly. Please speak with the CSOs for further details.
- Clubs **CAN NOT** cook or prepare 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. (*plated, off-menu, or deliveries to places outside the MacEwan Student Centre are available at full price)

TIP! Table reservations are available in the Den. All reservations in the Den must follow the [Den & Black Lounge Space Booking Procedures](#). Reservations must be made by the Club after submitting their event in ClubHub.

Other Spaces on Campus (UCAE & KINES)

University of Calgary Accommodations and Events (UCAE)

UCAE staff manage all spaces outside of MCEC including classrooms, green spaces, and tables.

UCAE contacts:

Email: meetateasleep@ucalgary.ca or request a call on the UCAE [portal](#).

To book extra-curricular space on university, check page 25 "Appendix 4" on [this Guideline](#).

Booking Policies:

- Minimum **15 business days' notice (excluding the day of the event)** for ALL UCAE reservations.
- Minimum **5 business days' (1 week)** notice for cancellations.
- Only Designated Bookers may request reservations. Ensure two Club Executives are assigned this role and be sure to fill out the [Designated Booker Form](#).
- All bookings are always subject to the availability and discretion of UCAE.
- Classrooms in the Taylor Institute require either faculty staff or conference staff to monitor the event.
(*Faculty staff are required to send UCAE staff a letter/email informing them that their presence will be there for the entirety of the event and that they will be responsible for supervising the event)
- Conference staff can be hired at \$45/hour + GST for a minimum of 3 hours or for however long the event runs.
- All A/V to be booked through [ComMedia](#) unless mentioned otherwise by UCAE.
- Catering in UCAE allocated spaces must use Aramark as per the UCAE Booking Policy; visit the UCAE [Accommodations and Events website](#) for detailed information.
- For food preparation and safety rules, check sections 4.1.1 to 4.1.3 on [this Guideline](#).

UCAE Booking Allowances:

UCALGARY CLASSROOMS

Two free classroom rentals per calendar month

40% off additional bookings, or 15% off if admission is charged. Complete the [Classroom Booking Form](#)

GREENSPACES

Two free bookings per month.

Complete the [Greenspace Booking Form](#)

TABLES

Four free table bookings per calendar month.

Complete the [Table Booking Form](#)

A/V EQUIPMENT

Submit an [A/V Request](#) a minimum of 48 hours before the event

REMEMBER! You must have your event submitted through ClubHub before requesting a booking. If you do not have a pending event request, your space request will be denied.

Booking A/V in UCAE Classrooms:

1. Head to this link: <https://ucalgary.service-now.com/it>
2. Select "Order Something" on the left-hand side
3. Select "Audio Visual (ComMedia)"
4. Select "ComMedia – Conference, Event and/or Webinar Support"
5. This will take you to a web form to fill out with your event details
6. Once you have completed the booking details, hit "Add to Cart" at the bottom of the web form
7. Select "Cart" in the upper right corner

8. Hit "Checkout"
9. It will take you to a confirmation page, hit "Checkout" again to complete your request

KINESIOLOGY SPACES

SU Registered Clubs receive a discounted rate of 50% off in Kinesiology spaces. Spaces can be booked by emailing a copy of the [Facility Request Form](#) to bookings@ucalgary.ca for Kinesiology bookings or ovalbookings@ucalgary.ca for Oval bookings. 2024/25 SU Club rates (plus GST) are set by Kinesiology.

KINESIOLOGY Club Booking Rates:

Aux Gym, Dance Studio	\$46.50/hr
Gold Gym	\$56.64/hr
Jack Simpson Gym (1 court)	\$65.58/hr
Red Gym	\$68.57/hr
Classrooms and small seminar rooms	\$44.72/hour (KNA 160) or \$29.81/hour (KNB 150, KNA 124, KNA 264)

NOTE: These prices include GST.

REMINDERS!

*UCAE & KINES spaces **CANNOT** be booked via ClubHub, as they are managed by the University. Policies and rules may be different from SU bookings. Once your event is submitted in ClubHub, you can request these spaces.

*Please disclose all the details to UCAE/KINES (e.g., if your club is selling tickets for the event), or else your club's booking will be cancelled and may be placed on Locked status.

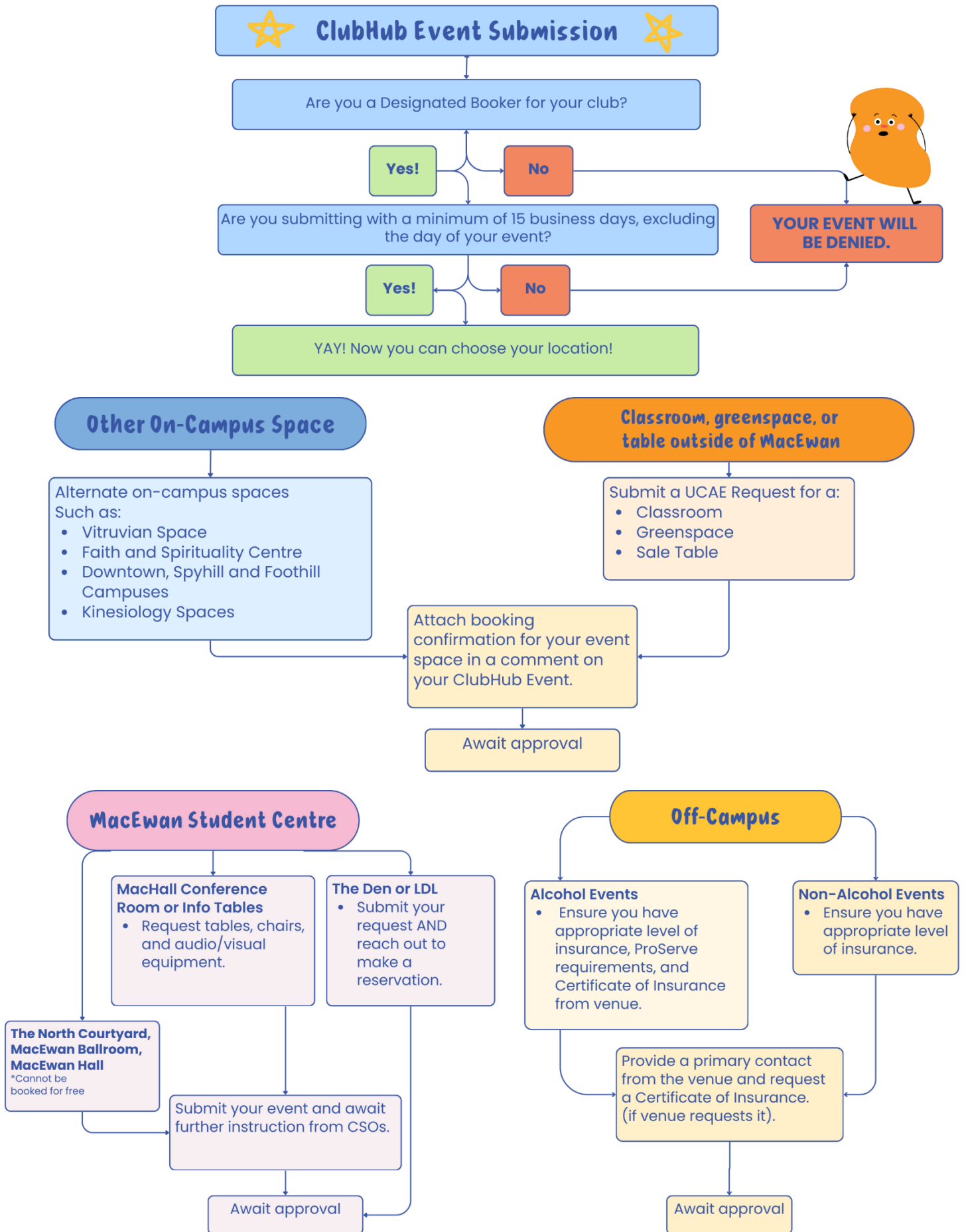
Access To SU Clubs Areas

The Clubs West area (MSC 279, beside the Stör) is where you can find the CSOs' office, clubs lounge, powered workspaces, [workrooms](#), and lockers and trifold storage.

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. The open area does not need to be booked.

(*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.)

ClubHub Event Submission Flowchart





All club funding can be requested through the [Clubs Activities Fund Pre-Approval Form](#) or [Special Event Funding Pre-Approval Form](#) on ClubHub. All requests for funding are subject to availability of funds.

REMEMBER! Application submissions do not mean funding is guaranteed.

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, and PNG files are acceptable). **Non-itemized receipts will not be accepted.**
- Gratuity, Tips, and GST are not eligible funding expenses.
- Reimbursement is done by direct deposit to club bank accounts. Is the club's responsibility to ensure the Clubs Office has a recent (i.e., within 3 months) club bank statement or void cheque with the branch number, transit number, account number, and club name clearly visible.
- If the actual expenses don't match the pre-approved amount, your club will only get reimbursed by how much was actually spent, instead of the requested amount.

Club Activities Fund

Clubs may access the Club Activities Fund for their regular activities and events. **Pre-approval is necessary**; therefore, your club may not request funding for an event or activity that is in the past. Club Activities Fund is a rolling process over the course of the Club year and may be requested anytime during that year.

Eligible expenses for Club Activities Fund include:

- Start-up costs for newly registered clubs
- Food
- Non-alcoholic beverages
- One ProServe certification
- Advertising and promotions
- Honoraria/gift for guest speakers* (non-club members only)

Each club may request a **total of \$300 per year**. Each funding request cannot exceed \$100. Receipts must be emailed to clubsoff@uclgary.ca within 30 days of the completion of the event or activity in order to be reimbursed.

***NOTE: 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. Honoraria can NOT be used for club members.**

****Taxes, online food ordering service and delivery fees, tips are INELIGIBLE expenses for funding requests through the Club Activities Fund.**

Special Event Funding

Special Event funding is available to clubs for larger events, such as conferences, galas, awards, etc. that require bigger spaces and more lead time to plan. Each club may request a total of \$1,000 per year. The deadlines to submit 2024/25 funding applications are as follows:

Special Event Deadlines:

- Second Friday in August
(For events Sep 1, 2024 – Jan 15, 2025)
- Second Friday in November
(For events Jan 16 – Jun 30, 2025)
- Second Friday in May
(For events Jul 1 – Aug 31, 2025)

Special Event funding requires more thought and planning prior to filing out the form. Your club will be asked to submit a budget and alternate budget that the Programs and Services Committee will evaluate. The ClubHub funding form goes into more detail about funding criteria and how to fill out the funding application.

To receive reimbursement for pre-approved funding (Special Event), all eligible receipts must be submitted within 30 days of the event via the [Post-Evaluation Form on ClubHub](#). (*SU Clubs are ONLY eligible to complete the Post-Evaluation Form after the club's funding request receive a pre-approval).

Special Event 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

Ineligible Expenses

- Alcohol
- Prizes, guest speaker fees or gifts
- Travel and accommodation
- Any activity leading a profit for the Club or not aligned with the Club's mandate

How to Request Funding

There are two types of funding requests that SU Clubs can access: Club Activities Fund or Special Event Funding.

Submit your request using the [Club Activities Fund Pre-Approval Form](#) or [Special Event Funding Form](#). Requesting funding is easy when you follow the step-by-step guide in each request form!

Other Funding Opportunities

Although not specifically meant for clubs, there are several other funding opportunities the SU and University of Calgary provides that student groups can utilize:

- **Quality Money:** Large projects that are identified as priorities for students, by students.
- **SU Conference Funding:** Intended to help individuals cover costs of attending conferences and other off-campus professional development or academic events.
- **SU Sustainability Fund:** Intended for on-campus projects that work on inspiring creative and impactful sustainable projects at the University of Calgary.

Bank Letter

You must request a bank letter from the CSOs to prove you are a Registered Student Organization eligible to receive SU Club Funding.

It's as easy as 1, 2, 3...

1. Log into ClubHub and start the [2024/2025 Bank Letter Request Form](#) available in the "Forms" section on the toolbar to the left of the homepage.
 - If you are looking to create a new bank account, make sure to have on hand the **full LEGAL names of TWO executives** your club would like to designate as signing authorities.
 - If you are looking to update the signing authorities on an existing bank account, make sure to have on hand the **full LEGAL name(s) of the OUTGOING signing authority/authorities** as well as the **full LEGAL name(s) of the INCOMING signing authority/authorities**.
2. Wait patiently for your letter from the CSOs.
3. Submit it to your bank.



We recommend opening your Club's bank account with Scotiabank University District. Conveniently located on the west side of the main campus, Scotiabank University District has plenty of knowledge and experience working with SU Clubs.

Scotiabank University District

4141 University Ave NW, Calgary

403.956.9950

STORAGE

Lockers

The SU provides over 190 lockers of various sizes to clubs during the Fall and Winter semesters in the Clubs Areas. Applications will open on August 1st.

Please note that bigger lockers (Full and Cage style) are scarce and will be allocated to SU Clubs based on necessity (at the discretion of the Clubs Office).

Please note:

- We DO NOT have storage space for items left in the lockers after April 30th. Leftover items will be donated or disposed.
- If your club is super active in spring and summer, feel free to let us know! We will try to accommodate your request but cannot guarantee you will get a locker.

Trifold Storage

Club trifold storage is available in both the Clubs West and Clubs East areas. Your club can help by making sure to respect these spaces and keep them tidy. Trifolds left on the floor, left at events, or otherwise stored improperly will be discarded without warning.

PROMOTE YOUR CLUB

Clubs Week

Clubs Week happens **twice a year**. 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.

Reminders!

- SU Clubs can have 1 to 3 days allocated for a table, but there is no guarantee for us to fulfill all requests for tables.
- Please ensure to fill out the form on ClubHub completely so we can do our best to accommodate your club.
- If your club books a table for Clubs Week and does not set up by noon, that table space will be automatically given to a club on our waiting list.
- Clubs are not permitted to hand out any food or beverages at their tables. However, club swag is permitted.
- Clubs who do not follow event rules, or are causing a disruption, will be given only ONE warning. After that, the Club will be asked to leave and will forfeit any other tables booked in the week.

Social Media

We love promoting your unique events to the University of Calgary student body! If your club has an upcoming event that is open to non-members, please feel free to tag us on social media and we'll be happy to share on the SU Clubs accounts. Event approval is required for event promotion.

If your club has a bigger event, or exciting campaign coming up, and would like to discuss further opportunities to engage with students on SU social media, please email us.

Posters & Banners

SU Clubs may hang posters and banners up around MacHall if they adhere to the following 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 CSOs.
- 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 without warning.

Banners in MacHall:

- Must be approved by the CSOs on a first-come, first-served basis; banners that are not approved will be removed without notice.
- Can only be posted in designated areas (e.g., 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 your club would like to place advertising material outside of MacHall, please refer to the University's [Public Spaces use guidelines](#). The SU and the University of Calgary also have exclusivity agreements with Coca-Cola and Molson—no competing products may be brought to SU Club events.

Screens in MacHall

There are 10 "LOOP" TV screens throughout MacHall operated by SU. SU Registered Clubs may request advertisement space for events that have been approved on ClubHub.

- SU Clubs are eligible for up to two ads per semester (each ad may be displayed for up to two weeks).
- Images must be in JPG or PNG format, preferably using the sRGB IEC61966-2.1 colour space. "Save for web" usually ensures this.
- Image dimensions must be 720p (1280x720) or 1080p (1920x1080) (landscape only) image with a resolution of at least 72 dpi. **Non-conforming files will be denied.**
- Video files must be in MP4 or MOV format (H.264), no audio, and no more than 15 seconds long. "Save for web" can help ensure the correct format.
- Ads may not include logos for outside commercial interests – these will be denied automatically.
- Use the [2024/2025 "The LOOP" TV Advertisement Form](#) 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 club ad on their network.

Display Case

The SU Clubs display case is available for SU Clubs who would like to set up a promotion for an event or campaign. The space is available from September to April, for a 5-day period (Monday to Friday) at a time and must be requested in advance. Please fill out the [2024/2025 Clubs Display Case Request](#) on ClubHub to place a request and wait for confirmation with further instructions.

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](#).

Non-registered or Locked clubs may not use this logo.

RISKS & LIABILITY

The SU's General Liability insurance provides coverage for claims up to \$1 million with a deductible of \$2,500. Leaving out event details or not submitting events results in Locked status.

Your insurance is NOT VALID if your event has not been approved.

Insurance

The SU Clubs office is pleased to provide subsidized insurance for SU registered clubs for their events. All clubs must fill out the form on ClubHub annually and have insurance with the SU, or privately. Some clubs require both, depending on their activities. If your club acquires private insurance for your club's work, please ensure the SU has a copy on file, with a valid expiry date. **Clubs without insurance will not receive any event approvals or funding.**

To access the SU's insurance, please fill out the [2024/2025 Mandatory Club Insurance Form](#) on ClubHub during the designated period. Payments can be made in-person at the Clubs Office via debit/credit card, cash, or cheque.

If your club misses the deadline, they can use the following window period (based on the Clubs Calendar) to update their insurance status with the SU.

On-Campus/Virtual Events (\$20/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 provided at a very low rate. Your club will need to receive a booking contract to secure a space on campus—**a ClubHub approval does not mean you have successfully booked a space.**

Off-Campus Events (\$30/Year Insurance)

Even if your club's 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 a "club" event.

Events With Alcohol (\$60/Year Insurance)

If your club is hosting an event where alcohol will be served, the correct level of insurance must be paid and at least **one executive or staff person at the event** must have their **ProServe Certification** and be **present** and **sober** at the event. Please note, club members or other executives may not serve the alcohol at any point during an event.

ProServe Certification can be obtained from the [Alberta Gaming and Liquor Commission](#). Clubs are eligible to have the cost of ProServe Certification covered for one club executive per academic year as part of the Club Activities Fund.

Whether your event is held on-campus or off-campus, the rules and regulations outlined in the University of Calgary's [Alcohol Policy](#) 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 is a private, off-campus one where alcohol will be served, the club will also be asked to provide a Certificate of Insurance from the venue with some additional insureds listed on the certificate.

- Clubs may not use their insurance for purposes other than what is approved in your event approval. If found in violation, the Club will be put on Locked status, pending an investigation.
- If you'd like to upgrade your insurance to the next level up later in the year, please speak to the CSOs.

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's harm reduction and abstention initiatives **will not be approved.**

Event Waivers

If your club event involves travel outside the city or potential physical risks, the CSOs may create a waiver for your participants to sign before the event starts.

- If your event is issued a waiver, it is mandatory to have participants sign a **PHYSICAL copy.**
- Clubs can drop off signed waivers to the Clubs Office (MSC 279B) during office hours, or scan and email copies of the completed waivers within 24 hours of the event.
- Clubs who do not bring their signed waivers to the SU Clubs Office in a prompt manner may be placed on Locked status.

AWARDS & SCHOLARSHIPS

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 event in April. Winners of Club Awards receive a \$250.00 prize.

Award Categories include:



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 University of Calgary student in good academic standing (GPA of 2.0 or higher).
- Have completed at least one year of full-time study at the University of Calgary at the time of application.
- 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 Programs and Services Committee and recognized at the Club Awards event in April. Ten awards are given, valued at \$1,000.00 each. For more information, check out the [Clubs Website](#).

Outstanding Jr Executive Award

The Outstanding Jr. Executive Award reflects the Students' Union's dedication to encouraging and celebrating 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. The winner receives a \$250.00 award.

Club Awards Event

Club Awards and scholarships are presented at the Club Awards event every year in early April. RSVPs for the event open near the end of March each year for clubs that have won an award. Check out [ClubHub](#) for specific dates and details. This event is invitation-only.

ADDITIONAL RESOURCES

Pop Allocation & Popcorn Machine

Did you know you can request up to 48 cans of pop a semester at no-cost to you, and cheap popcorn? Stay tuned to Club Hub and your email for more information on accessing these resources! Rental for the popcorn machine is \$25.00 and \$4.00 per kernel bag.

Jr Exec 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. 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.



Club Mail

This service is handy if you receive mail regularly and need to provide a stable address to a third-party. If your club hasn't opted in by emailing us, we will email your club and hold the mail for 60 days. After 60 days without a response, we will return your mail to the sender.

REMEMBER! Your Club can support sustainability initiatives on campus by opting for paperless bank statements and newsletters and directing them to your Clubs email address instead. This also helps you avoid having to pick up your mail from us and potentially forgetting about it!

More On-Campus Resources

The University of Calgary has many other resources that could potentially be useful to your Club. Speak to your Executives and consider signing up for workshops as a team or requesting information from valuable partners on campus. Also, keep your eyes on the Clubs Newsletter for new opportunities to learn, engage and grow your club!

Resources include:

- Engage with your [Alumni](#).
- Join a club alliance such as the [Sustainability Clubs Alliance](#).
- Complete your [Bystander Intervention Training](#), or other training through the Conduct Office.
- Request services from a medical team for your club event through the [Student Medical Response](#).
- Take a workshop or access resources for your club through [Wellness Services](#).
- Contact the [Office of EDI](#) for information and workshops about inclusivity, creating a culture of equity, and supporting diversity on campus through Anti-Racism training.
- Questions about these resources? [Email your CSOs!](#)

POLICIES & APPENDICES

Club Member Conduct

Appendix B defines discrimination and harassment and sets expectations for respectful, diverse, and safe spaces. In addition to abiding by policies and expectations for club members, all students are also required to follow the [University's policies](#), including the [Student Non-Academic Misconduct Policy](#), [Harassment Policy](#), and the [Sexual and Gender-Based Violence Policy](#). Club Executives and the SU are not responsible for the enforcement of these policies but can provide support and referrals where appropriate for individuals who have concerns.

If you have a concern related to a club member's behaviour or believe they have violated the requirements outlined in this manual, talk to a club executive or the CSOs.

- If a concern involves sexual violence or gender-based violence, students can access the University's [Sexual and Gender-Based Violence Prevention and Response Office](#) for support and more information on reporting options.
- If a student would like to report a violation of the University's policies, they can do so on the Student Conduct Office's website (or email conduct@ucalgary.ca).
- If a concern involves a risk of harm to self or others, please alert the University's Student-At-Risk team (SAR team) by emailing sar@ucalgary.ca.

Executives must inform the CSOs if a club member reports misconduct.

There are certain tips that the Clubs Office would like to share that may help immediately resolve issues, or prevent them from continuing/escalating:

- If you see concerning behaviour in person or online, intervene while being mindful of your own safety and wellbeing. Check in on individuals who may have been negatively impacted.
- Keep a record of any concerning incidents. This could include taking screenshots or noting who else was around.
- Write down details as soon as you can.
- If you feel comfortable doing so, communicate your concerns to the offending party. Tell them the behaviour is not acceptable and ask that it stop. This can be done in person or in writing. Save copies of any communication you send or receive related to the concern.
- **Contact the Coordinators, Student Organizations** (clubsoff@ucalgary.ca or 403.220.2233). They will help direct you to the appropriate resource.
- Clubs should not mediate or adjudicate serious conflicts on their own. Get support from relevant staff like the CSOs, who can provide guidance, advice, and appropriate referrals to other offices.

It is the club executive's responsibility to ensure that all club members (student and non-student) are aware of policies and expectations for their behaviour as students and club members. If, at any point, a member is the subject of a complaint under one of these policies, the Student Conduct Office and the Clubs Office may recommend that their attendance at club meetings or events be restricted (or other measures as appropriate) until the matter is resolved.

We recommend all clubs take a proactive approach to creating a safe and welcoming community for all its members and students in general. Executives can connect with the CSOs to get suggestions, which may include ensuring that your club members share ideas for how they can work well together, take a short workshop together on creating an inclusive space or conflict management, or review relevant resources and debrief them during club meetings at the start of each year. Everyone benefits from setting expectations early. Time taken to do this work can prevent problems in the future, and support your club to smoothly handle an issue, if one arises. The Student Conduct Office has a variety of workshops and short [online resources](#) on topics like conflict management, bystander intervention, and setting expectations.

SU Elections and Clubs

During SU Elections, candidates and campaign groups often solicit endorsement of their campaign from club members and club executives. It is not a recommended practice for SU Registered Clubs to issue endorsements to candidates and campaign groups. However, where Registered Clubs desire to issue endorsements during SU Elections, they must adopt the following best practices:

- Endorsements must be issued in accordance with the Registered Club's governing documents;
- Verbal or written endorsements must be authorised by the Registered Clubs' executives;
- Campaign messages and materials of candidates and campaign groups must be circulated through the Registered Clubs' executives to club members;
- Candidates or members of campaign groups who are also members or club executives of a Registered Club must abstain from participating in any decision-making process to approve or reject endorsement requests during the SU Elections they are partaking in;
- Registered Clubs must not insult, attack, harass, bully, threaten, or demean other candidates or campaign groups running against their preferred candidates and campaign groups during SU Elections; and,
- Registered Clubs' campaign activities during SU Elections must abide by the University's Conduct policies as well as the SU's policies.

APPENDIX A: REGISTERED CLUB AGREEMENT

I, the undersigned, being a Club Executive for the Registered Student Organization named below (the "**Club**") and authorized to agree to the terms of this Registered Club Agreement on behalf of the Club:

1. Confirm that I have fully read and understood the Students' Union's Student Organization Registration Procedure and Clubs Manual in their entirety; and
2. In accordance with those policies and procedures, confirm that the 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 Re-Registration form to the SU by the deadline in May.
 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 complete the ClubHub 101 training sessions 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 accurate event proposal forms in a timely manner and according to any deadlines established by the Coordinator, Student Organizations.
13. Have event attendees' complete waivers as provided by the SU when notified by the SU of a requirement to do so, and store completed waivers, either electronically or physically, for a minimum of three years
14. Not represent the Club as a representative, agent, or subsidiary of the SU to any third-party, individual, or members of the Club.
15. Ensuring that a minimum of one Club Executive completes ProServe training in advance of any club events that may involve alcohol, where a staff member with certification is not present at the venue.
16. Pay for repairs or replacement of SU or university property, if any of its members are responsible for damage, either through willful action or negligence.
17. 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.
18. Fulfill transition requirements when a new Club Executive is elected. These transition requirements include but are not limited to:
 - i. 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.

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 Active, Locked, or Inactive status. The Club agrees to comply with conditions established by a Coordinator, Student Organizations for continued registration with the SU. At the sole discretion of the SU, a 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's Students' Legislative Council (SLC), Programs and Services 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.

The Club acknowledges that in consideration of its compliance with the terms of this Registered Club Agreement it receives certain benefits and privileges from the SU.

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 a protected ground, 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/protected ground 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 Programs and Services 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 or 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 Act](#), the SU and the University of Calgary prohibit 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 Event Centre must be purchased from their catering service. Outside food cannot be consumed in any of the meeting rooms booked through the SU (pre-packaged snacks are permitted at the CSOs' discretion). 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 CSOs. 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 Event Centre. Bar service is available from MCEC catering (no discount). All club insurance and ProServe/ASIP requirements must be complete and your event must be in accordance with the Clubs Office's requirements.
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 and Clubs will be placed on Locked status.
4. All space bookings are subject to availability and may change without notice. The MacEwan Conference and Event 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 Event Centre wish to move a club booking less than 3 business days in advance of the event, they will 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 will be honoured.
5. Clubs are responsible for ensuring that noise generated by their events does not disturb other students or the businesses and departments housed in MSC. The SU reserves the right to terminate an event after reasonable warnings 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.
10. If your event involves showing a movie, you are responsible for abiding by copyright laws. The Students' Union can 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 copyright@ucalgary.ca to make arrangements for obtaining copyright permission for the showing. You must be able to provide the CSOs 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. Review the [SU's Acceptable Display Policy](#) for more information.
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: [Accommodation and Events | Ancillary Services | University of Calgary](#)
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 CSOs may reassign a 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 Club 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 Coordinators, Student Organizations (CSOs) 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 CSOs, 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 CSOs 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 CSOs 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 CSOs 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 status means the status assigned to Registered Clubs who are in compliance with the requirements of the [SU Registered Clubs Policy](#), [SU Registered Club Funding and Services Procedure](#) and the SU Registered [Clubs Manual](#).

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 Anthology.

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

Inactive status means the status assigned to Registered Clubs who:

- Missed two consecutive years of Re-Registration;
- Have had their club status revoked; and/or,
- Dissolved their club

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.

Locked status means the status assigned to Registered Clubs who:

- Violate any requirement, procedure, or policy of the SU Registered Clubs Agreement, SU Registered Club Funding and Services Procedure, SU Registered Clubs Manual, and/or University of Calgary Policies;
- Failed to pay any outstanding fees;
- Did not file Re-Registration; and/or,
- Are being investigated for conduct issues

MCEC or MacEwan Conference and Event 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 Club means a Club that has registered with the SU through the proper process and maintains an Active status.

Re-Registration is the report clubs are required to submit before the established deadline in May annually. Clubs who do not Re-Register will become Locked until the next Re-Registration period. If the club fails to Re-Register yet again one year later, their club is removed from the system.