



Category: Operations	Responsible Owner: VP Operations	Effective Date: February 2023
Policy/Form Number: 9.8	Final Approval Body: Board of Governors	Policy/Form Name: Holding Special Events Policy and Procedure

A: POLICY

Holding Special Events at Columbia College.

B: PURPOSE/COMMITMENT

Staff or Students planning to hold a special event must follow this policy, using the procedures outlined below to ensure the safety and well-being of participants and minimize disruption to others working at the College.

C: SCOPE

This policy applies to staff and/or students planning a special event in the interior and/or exterior at Columbia College. Special events are any extraordinary events that could potentially cause disruption to the normal operations of Columbia College due to noise, activity, scheduling and/or number of attendees.

D: PROCEDURES

1. Request approval from the appropriate Dean or Supervisor. Requests that are missing information may take longer to approve.
2. After the Dean or Supervisor reviews it, the request will be forwarded to the Vice Principal-Operations (VP-O) for approval at least 3 weeks before the event date. Any events taking place at the North Campus also need to be approved by the Head of High School.

The VP-O will either approve within 1 week or seek approval from OHSEC at their monthly meeting.

3. The request should contain the following information:
 - **Rationale for the request**
 - **Event contact person, including contact information**
 - **Department, Club or Organization**
 - **Date and time of the event**
 - Include set-up and clean-up time required
 - **Security Coverage:** If the event takes place outside of normal business hours, additional security coverage may be required. Extra costs may need to be included in the funding plan.
 - Events taking place at the North Campus outside of business hours will require personnel with elevator fob and front door key access to be present for the duration of the event.
 - **Proposed/requested room(s) or area(s)** of the College where the event will take place
 - Any special room layout requested, including furniture
 - Set-up and clean-up plan
 - Any special equipment required, including AV
 - **Anticipated level of disruption**, including noise level, and how will this be mitigated
 - **Number of people attending**
 - include staff members, Columbia College students and external guests
 - **For student events:** Columbia College staff on-site in a ratio of 15:1 (staff members must be identified in the request).

- Risk in holding this event and how will risk be mitigated
- Food plan (if applicable)
- Alcohol plan (if applicable)
- A safety plan (if applicable)
- A plan for handling money (if applicable)
 - A person responsible for handling the money until it is deposited in accounting must be identified.
- A waiver plan (if applicable)
- Any additional needs requested.

- Student events must also include:
 - a ground floor lobby check-in for attendees

Note that opening or closing a moveable wall within a college facility (e.g. Main Campus 550/560 or 320/330) can only be done by specified people (VP-O, IT, Building Engineer, Student Life Coordinator).

3. Special events that require College funding may be conditionally approved by the VP-O if final approval has not yet been granted. Applicants will be required to submit a successful Business Case to the Finance Committee before final approval will be granted. [Business Case Policy and Procedure](#).

E. APPROVALS:

Chair, OHSEC	Date:
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APPROVAL FOR ALL POLICIES:

Responsible Owner: VP-Operations	Date:
Principal or Designate:	Date:
Chair, Board of Governors:	Date:

Proposed Review Date: February 2028	Dates(s) revised:	Replaces Policy/Form Number:
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