STUDENT EVENT RISK MANAGEMENT & APPROVAL (SERMA) SUBMISSION QUESTIONS

This document is for planning purposes only and may differ from the actual submission requirements

All activities must be submitted through the SERMA process on ExperienceBU.

Risk management is the process of planning, leading, organizing, and controlling your activities to minimize risks, including injury or harm to students, event participants, or property.

Risk Management is the responsibility of the event organizer(s). You are expected to plan your events in advance and to consider and understand all associated risks with your event and take steps to prevent or mitigate them. You are also responsible for ensuring you adhere to Brock University policies.

All events have some degree of risk associated with them. The purpose of the SERMA process is to outline requirements that will seek to minimize the level of risk for and to student events while also offering open, accessible, quality events, and to help you navigate Brock's policies and processes and ensure your event has been well planned.

The Student Event Risk Management team (serma@brocku.ca) is here to support you if you have questions or are planning a complex event which has a higher degree of risk.

ABOUT THE SERMA FORM

The below document outlines the questions and information you will be required to complete through the SERMA process. You will only be asked questions relating to the elements included in your event, e.g. if your event does not involve alcohol, you will not be asked questions related to alcohol.

Last updated August 2024

Contents

Meeting or Event

All meetings are events but not all events are meetings.

Event – a scheduled activity which happens on or off campus that is sponsored or organized by a University Recognized Group or is intended for members, students and/or the public.

Group Meeting - defined as a small member only activity where participants discuss club/group business -- no physical activity, no external speakers or guests, no alcohol, no travel.

Are you submitting a meeting or event? *

◯ Meeting – *if meeting, you will be asked to complete MEETING DETAILS BELOW*
◯ Event – *if you select Event, you will be directed to the CO-CURRICULAR TRACKING page*

Meeting Details

A meeting defined as a small <u>member only</u> activity where participants discuss club/group business

Meetings cannot include any of the following:

- Travel
- Alcohol
- Speaker(s), entertainers or other external guests,
- Sales, including of tickets or merchandise, or fundraising
- Movies, TV shows, or other media screening
- Prizes, Raffles or Lottery
- External equipment, rentals and/or animals being brought to campus

If your activity is open to all Brock students, or includes any of the above items, you must GO BACK and select *Event*.

☐ I certify that is activity is a small, group members only activity with no alcohol, no physical activity, no organized travel, and no external speakers or guests. ***

How many participants do you expect? ***

◯ less than 10
◯ 10 - 20
◯ 20 - 30
◯ 30 - 40
◯ more than 40

Where will the meeting take place? ***

◯ Online
◯ In-Person: On-Campus
◯ In-Person: Off-Campus

Food: will food be provided at the meeting? *
This includes catering or pre-package snacks or groceries being served

○ Yes
○ No

Room / Location: *

[   ]

Room Booking Confirmation*

Please upload confirmation of your room/venue booking.

[File Upload]

If your room / location is not confirmed, you will need to - email serma@brocku.ca or comment on the submission when it has been confirmed. **You will not receive approval until the location is confirmed.**

FOR MEETINGS

If you selected food, you will be taken to the Food page; otherwise this is the end of the SERMA Process.

Co-Curricular Tracking

CAMPUS-WIDE CO-CURRICULUM

The Campus-Wide Co-Curriculum (CWC) is a guide that allows students to track their on and off campus co-curricular experiences in order to receive co-curricular credit.

For more information, including a list of domains and items, please visit brocku.ca/experiencebu/co-curriculum or email cwc@brocku.ca

If you believe this event should be included for credit in the Campus Wide Co-Curriculum (CWC), please indicate the domain that best represents the outcome or topic of your event: *Note: social events do not count for credit*

- Arts & Culture, Brock Spirit, Career Preparation, Community Engagement, Diversity & Inclusion, Global Awareness, Health & Wellness, Innovation & Creative Thinking, Leadership & Teamwork, Personal Growth, **** I am not sure ****

CO-CURRICULAR RECORD (CCR) & STUDENT EXPERIENCE RECORD

The Career Education CCR on CareerZone allows you to document the following types of on-campus and off-campus experiences:

- Work: all forms of paid employment.
- Volunteer: all forms of community volunteerism.
- Professional development:
  - certificate or training where credentialing is received;
  - conference delegate;
  - presenter or facilitator at an event;
  - participation in an academic or professional competition.

CCR experiences will appear on your Student Experience Record, along with your experiential and co-op experiences, as well as your competencies and skills.

For more details visit the [Student Experience Record](#) page on the Career Education website or email ccr@brocku.ca.

Does this event fall into a CCR trackable category? *
- Not trackable on CCR
- Work experience
- Volunteer experience
- Professional development

Event Details

PRIMARY EVENT ORGANIZER CONTACT INFORMATION

Please enter the following information for the primary event organizer who will be present **at the event:**

Full Name*

Cell Phone*

EVENT INFORMATION

Event Description*

Please provide any additional details about the event that the SERMA team should be aware of, beyond what is included in the public event description. Consider including information on:

- The purpose of the event (e.g., networking, social, community building)
- The structure of the event
- Specific activities planned (e.g., games, sports).

Event Documents

If applicable, please upload any event plans, descriptions, or materials that would assist the SERMA team in their review process. *(optional)*

[File Upload]

How many participants do you expect? *

- O Fewer than 25
- O 25 – 49
- O 50 – 99
- O 100 – 199
- O 200 or more

What type of participants? *

- ☐ Group/Club Members
- ☐ Brock students (*other than group members*)
- ☐ Faculty/Staff

☐ Non-students – e.g. local community

Where will the event take place? *

- O Online
- O In-Person: On-Campus
- O In-Person: Off-Campus

Is your event outdoors? *

- O Yes
- O No

What level of physical activity will participants or attendees be involved in at your event? *

- O Very Low *(e.g. sitting, meetings, watching movies, playing board games)*
- O Low *(e.g. walking, badminton, golf, frisbee)*
- O Moderate *(e.g., dodgeball, dancing, skating, running, swimming)*
- O High *(e.g., axe throwing, archery, ice hockey, paint ball, rock climbing, canoeing)*
- O Extremely High *(e.g. race car driving, skydiving, bungee jumping, Whitewater rafting)*

For each of the following elements, please indicate whether your event or activity will involve them:*

Food: will your event involve food? This includes catering or pre-package snacks or groceries being served at the event.

- O Yes
- O No

Alcohol: will alcohol be served or available for purchase? This includes alcohol available at restaurants.

- O Yes
- O No

Speakers/Entertainers/External Guests: will your event involve speakers, entertainers or guests? e.g. motivational speakers, DJs, musicians, or professionals for networking events.

- O Yes
- O No

Movies, TV shows, or other media screening: will your event include screening movies, TV shows, or other media?

- O Yes
- O No

Prizes or giveaways: will your event involve prizes or give-aways, including raffles?

- O Yes

O No

Collecting Money: will your event include collecting money, e.g. fundraising, selling tickets or entry fees, or receiving sponsorship?

O Yes
O No

Animals on-campus: does your event involve animal being brought on campus?

O Yes
O No

Dangerous Materials: will your event involve dangerous materials, e.g., fire, combustibles, sharp objects, hazardous substances (excluding items like scissors).

O Yes
O No

External Equipment or Rentals: will your event require rentals or equipment from an **external (non-Brock)** source (e.g., tents, inflatables, stage, bubble soccer balls)?

O Yes
O No

Online Events – Platform and Details

BEST PRACTICES FOR ONLINE EVENTS

- **Create an Attendee Guide:** Before the event, provide attendees with a guide that explains how to join, use messaging tools, and understand the rules for participation.

- **Manage Disruptive Participants:** Have a plan to handle participants who disrupt the event or do not follow the rules. Check if your platform allows you to mute or remove participants.

- **Prepare for Technology Issues:** Ensure you and your team are comfortable with the software. Research potential errors and have a plan to address them.

- **Plan for Attendance Tracking:** Knowing who attends is useful for follow-up and essential if your event offers co-curricular credit. For tips on taking attendance online, visit the SERMA site

If you have any questions, do not hesitate to reach out to use a serma@brocku.ca

PLATFORM / SOFTWARE

On which platform will your online meeting/event take place? *

- O Zoom
- O Microsoft Teams
- O Discord
- O Instagram Live
- O Facebook Live
- O GoToWebinar
- O Other, please specify

ONLINE SECURITY AND 'ZOOMBOMBING'

Zoombombing refers to unwanted, disruptive intrusions by internet trolls and hackers into video conferences or online events, and it is not limited to just Zoom. While it's challenging to completely prevent such attacks, it's crucial to take all possible steps to secure your event and have a plan to manage any incidents.

- Please research your event platform to ensure you have taken all necessary security measures.
- Develop a detailed plan to handle intrusive or unwanted participants.

What is your plan of action to mitigate the risk of unwelcome or intrusive participants, both before and during your event/meeting? *

RECORDING

Do you plan to record your event/meeting? *

    ◯ No

    ◯ Yes

If yes, please ensure you have made all of your participants aware that the event will be recorded, and if you plan to make the recording available to others, consider asking participants to sign a Photo Release form

If your participants are not comfortable being recorded, allow participates the option to turn their video off.

Off-Campus Events - Venue

VENUE

Venue Name*

Venue Address*

Has the event venue/room been booked and confirmed? *

○ Yes
○ No
○ Venue does not require booking

If applicable, please provide verification of venue booking

File Upload

Have you, or will you, enter a rental agreement with the venue? *

○ Yes
○ No

CAPACITY

Have you confirmed that the capacity of the venue meets or exceeds the expected number of participants? *

○ Yes
○ No

What is your plan to ensure that the venue capacity is not exceeded? *

ACCESSIBILITY

Have you confirmed that the venue is accessible for all attendees? *

This includes:

- Ensuring entrances are accessible and easy to reach
- Confirming the availability of elevators

- Providing accessible and gender-neutral restrooms
- Ensuring accessible parking spaces are near the accessible entrance

O Yes
O No, not yet.

TRAVEL

Indicate the type of travel involved in this off-campus event *

O Local Independent Travel
O Local Organized Travel
O Non-Local Travel within Canada
O International Travel

Local Independent Travel
within a 250 KM radius from Brock University but remaining in Canada, where <u>participants are responsible for their own transportation</u> to and from the event venue – for example via personal car, taxi or public transportation (buses, trains, subways).

Local Organized Travel
within a 250 KM radius from Brock University but remaining in Canada, where <u>travel is arranged or coordinated by the sponsoring organization.</u> This includes the use of chartered bus and car rentals and/or carpooling.

On-Campus Events - Venue

Room / Location*

<div style="border:1px solid black; height:40px;"></div>

What is the capacity of your booked space? *

<div style="border:1px solid black; height:40px;"></div>

Room Booking Confirmation *

Please upload a copy of your room booking confirmation. Note: your SERMA submissions will not be approved until room bookings have been confirmed

> File Upload

Required

○ I confirm that the room's capacity meets or exceeds the expected number of participants and I acknowledge that I am responsible for ensuring the capacity is not exceeded during the event.

Brock Safety App

It is strongly encouraged that event organizers and attendees to download the Brock Safety app will send you important safety alerts and provide instant access to campus safety resources.

Required

Brock Safety App Agreement:
I, or another event organizer who will be present at the event, agree to download the Brock Safety Mobile App and encourage all event attendees to do so as well.

Outdoor Event Risks

WEATHER RISKS & PLAN

Weather risks for outdoor events can include things like extreme heat or cold, rain or thunderstorms, wind or other inclement weather that could impact the success of your event.

In the case of inclement weather <u>prior to the event</u>, will your event proceed? *

- ○ No, the event will be cancelled
- ○ Yes, the event will proceed as planned outdoors (except in cases of lightening)
- ○ Yes, the event will proceed but will move indoors *(specify backup location)*

What process will be followed to monitor weather and its impact on the safe operation of the event? Who will be part of the decision-making process in case of inclement weather? *

Inclement Weather Plan

If inclement weather arises <u>during the event</u>, how will you communicate with attendees? What's the procedure for stopping (and restarting) the event if necessary? Who will take the lead on the evacuation process? *

BIOLOGICAL RISKS & PLAN

Have you assessed and planned for potential biological risks at your outdoor event? Consider:

- Outdoor allergens
- Exposure to poisonous plants
- Insect bits/stings
- Heat stroke
- Sunburn
- Hypothermia
- Frost bite

Please describe the measures you have put in place to mitigate the risks of your event. *

I acknowledge that it is my responsibility to mitigate biological risks by directly communicating with participants before the event and planning accordingly (e.g., reminding students to dress appropriately for the weather, bringing a first aid kit, etc.)

Outdoor On-Campus Event Setup

FACILITIES MANAGEMENT CONSULTATION

Facilities Management may require additional details, information, or have concerns that need addressing

Have you already engaged Brock University Facilities Management regarding your on-campus outdoor event? *

- O Yes
- O No
- O *Not required for this event*

EVENT SETUP

Have arrangements be made to supply power to your location, if necessary? *

- O Yes
- O No
- O *Not required for this event*

Does the location currently have enough available recycling and garbage to accommodate your event? *

- O Yes
- O No
- O I am not sure

Are you bringing any equipment and/or rentals to campus? (e.g. tents, barricades, fencing, power generators, inflatables etc.) *

- O Yes
- O No

Large Events/Crowds

Please refer to the *Large Event Planning Resource Sheet* for more considerations.

Events and activities that will have, or have the potential to have, 200 or more participants would be considered large-scale and require special consideration and additional planning as they inherently carry greater risk.

Considerations for large events should include inclement weather, action taken for physical or verbal disruptions, plan for medical emergencies, communications plan, emergency contact list, and security and crowd control.

Please note: *Brock University senior administration, as well as Campus Security will be notified for any event involving a large crowd or number of participants and may require additional details, information, or have additional security concerns that must be addressed. This will be communicated to you by a member of the SERMA team.*

How many participants do you anticipate that this event? *

Is this a ticketed event?

- O Yes
- O No

SECURITY & CROWD CONTROL

It is important, especially when planning large events that crowd control strategies are devised to maintain control of the event and the environment. Large events require a minimum of one qualified, trained, security officer for every 100 attendees.

Who will be providing security at the event? *

- O Brock University Campus Security
- O 3rd party security *(specify name of security company)*
- O Both, Campus Security and a 3rd party security company (*specify below*)
- O No security present

How many security officers will be on duty during the event? *

Note: If you will have both Campus Security and a 3rd party security officers, please indicate the number of each you will have on-site.

How many staff and/or volunteers (non-security) will be 'on-duty' at any given time during the event? *

[   ]

What are the roles of each party (security, staff, volunteers)? *

[   ]

What is your crowd control plan?

- Crowd management, including evacuation: Is the venue big enough to prevent overcrowding? How will you move people away from immediate danger to a place of safety? Consider people with limited mobility.

- Line management – do you anticipate line-ups for your event? If so, how will you control the flow of the line or handle potential issues in the line?

- Behaviour: Is there a possibility of rowdy behaviour? Who and how will this be monitored and handled?

- Damage: Could event activities damage the venue or site? What is the plan to prevent this?

(type here or upload a copy below)

[   ]

Alternatively, you can upload a copy of your crowd control and safety plan

[File Upload]

VENUE / FLOOR PLANS

Efficient control of all entry and exit points ensures comfortable crowd traffic flows and creates a positive and enjoyable atmosphere.

How many entrances and exits are at the venue? *

[   ]

Will they all be staffed, and by whom? *

[   ]

Venue layout / floor plans *

> [File Upload]

> *Ensure to label entrances, exits, lighting, emergency lighting, placement of security personnel, tents, staging, medical tent, etc.*

FIRE, EMERGENCIES & MEDICAL

It's essential to plan for situations requiring urgent action, like fire or the need to evacuate, or even bad weather can create an emergency.

Event staff should be able to identify and respond to emergencies, fire or safety hazards. Should an emergency occur, people will look to you and your staff for assistance.

Events with many attendees should have medical or first aid staff on site to deal with injuries.

What is your plan to communicate emergencies or important information to a large crowd? Do you have an adequate public address system? What's the procedure for stopping (and restarting) the event if necessary? *

_____

How / when will staff and volunteers be trained for emergencies? *

All staff and volunteers must know where fire alarms, exits and equipment are located and know what to do in case of emergency – including:

- pull fire alarms and evacuate (in case of fire)
- call 911 or campus security
- ensure that all participants have left the area safely
- keep people away from the fire and clear an access route for fire personnel
- Keep people calm and ensure medical attention is provided for those who need it
- speak to the Police and Fire Personnel regarding all event details

_____

Will there be medical/ first aid services on-site? If so, who? *

_____

Emergency and Safety Plan
Very large and/or complex events may require a more detailed emergency, crowd management and safety plan. Please refer to the *Large Event Planning Resource Sheet* for more detail.
If required, please upload below. *

Physical Activity

STAFF / VOLUNTEERS ON-SITE

How many volunteers/staff will be designated to monitor the activity during the event? *

Are any of your volunteers/staff trained in either CPR or First Aid? *

- O No
- O Yes (*indicate how many*)

RISK OF PHYSICAL HARM

Please rank the probability / likelihood of **minor injuries** (those than can be treated by simple first aid) occurring at your event*

- O 1 = Unlikely to occur
- O 2 = Unlikely but some chance
- O 3 = Could possibly occur
- O 4 = Good chance it will happen
- O 5 = High possibility it will happen

Please rank the probability / likelihood of **major injuries** (those requiring professional medical attention) occurring at your event*

- O 1 = Unlikely to occur
- O 2 = Unlikely but some chance
- O 3 = Could possibly occur
- O 4 = Good chance it will happen
- O 5 = High possibility it will happen

What steps will you take to minimize the risk of physical harm or deal with them should they arise? *

- ☐ Bring a first aid kit
- ☐ Have professional medical services on-site
- ☐ Ensure all attendees bring health card and identification
- ☐ Have a plan for transporting injured to hospital
- ☐ Outline clear rules and regulations for participating in the activity that seek to minimize harm
- ☐ Other safety plans (*specify*)

Required

- ☐ I acknowledge and agree that any and all injuries or incidents will be reported to SERMA Team immediately following the event.

** HIGH RISK EVENTS **

INFORMED CONSENT WAIVERS

All participants must sign a [waiver](#) prior to participating in high physical activity / physical risk events.

Signed waivers can be delivered to the Student Life Involvement Commons MC A204 after the event or uploaded below.

File Upload

Food

Who is providing the food? *

- [ ] Brock Dining Services
- [ ] BUSU
- [ ] Event organizers (i.e. grocery store)
- [ ] External Restaurant/Caterer (specify)

Please list the food that will be served *

Note: If attendees will order their own food at a restaurant, please enter *Not Applicable*.

How will the food be served at your event? *
(Select all that apply)

- [ ] Plated or passed meals, with servers
- [ ] Buffet-style, with servers
- [ ] Buffet-style, self-serve
- [ ] Pre-packaged, self-serve (e.g., snacks, drinks, boxed meals)
- [ ] Other (please specify)

FOOD REGULATIONS

- Events being held in the Brock University Students' Union Student-Alumni Centre shall be subject to food restrictions as determined by BUSU. Clubs should consult with the appropriate body before proposing an event requiring food in the Student-Alumni Centre.

- Events being held on the main University campus in any building other than in the BUSU Student-Alumni Centre are subject to food restrictions as determined by Brock University Dining Services.

- Homemade food is not permitted at sanction events. All food served at events must be from a licensed kitchen or grocery store

- You must ensure food can be stored at appropriate temperatures, especially if it will be served over a long period of time

Required

- [ ] I understand the above noted food regulations and agree to abide by them

FOOD AND INCLUSIVITY CHECKLIST

Food is a great way to attract event attendance – who doesn't love free food?! However, it is important to be aware of how food may make an event less inclusive for certain groups in the community.

Many members of the university community have important dietary restrictions related to their religious or cultural background and others have common allergies that should be taken into consideration when planning the menu, preparation, and serving food at events.

- Ensure that the food served at your event accommodates diverse needs. Consider allergies and dietary restrictions of participants, for example, vegetarian, vegan, halal, gluten-free, peanut/nut allergy, etc.

- Use labels to identify ingredients and allergens

- Ensure that vegetarian and non-vegetarian food is separated and that separate utensils are also used for serving

- Make sure food is an accessible spot for all participants

Required

☐ I have reviewed the inclusive food checklist and agree to do my best to take these into consideration at my event

Alcohol

Brock University will only consider events that involve alcohol when appropriate and safe and when facilitated by Third Party Vendors/Caterers who are Smart Serve certified. **Drinking may not be the main focus of the event.**

For events on-campus: Consumption of alcohol is permitted only in licensed locations and during licensed, approved events. Selling, serving or delivering alcohol on campus is strictly prohibited unless approved and arranged in advance by Brock University Dining Services or BUSU.

Who will be serving alcohol at this event? *

- ○ On-Campus - Brock University Dining Services
- ○ On-Campus - Brock University Students' Union
- ○ Off-Campus - Licensed third-party vendor *(please specify)*

Is this a 19+ or an all-ages event? *

- ○ 19+ only
- ○ All Ages

Please describe the door/event security that will be in place at your event - including the number of controlled entrances and who will staff them. *

EVENT MONITORS

Events with alcohol must have **one Event Monitor for every twenty-five guests.**

Event monitors must:

1. Not consume any alcohol or substances before or during the event until all participants have left the event

2. Ensure that no participant over consumes alcohol or uses substances.

3. Monitor crowd behaviour and notify the primary event organizer or security of an unsafe activity or environments.

Each event monitor must sign an Event Monitor Contract, which must be provided to SERMA prior to your event.

Event Monitors: If you know the volunteers who will act as Event Monitors, please provide the list with their names and Brock email addresses below

Signed contracts can be uploaded below, emailed to serma@brocku.ca or dropped off at the Student Life Involvement Commons in MCA204.

[File Upload]

ADVERTISEMENT AND PROMOTION OF EVENTS

Advertisement for social events sponsored by recognized student organizations will make no direct reference to the specific availability of alcoholic beverages.

Under no circumstance will any organization or student accept sponsorship or endorsement for an event or program from a company that identifies itself as a manufacturer or distributor of alcoholic beverages.

☐ I acknowledge the above policy on the advertising of events with alcohol *

In addition to all laws, events with alcohol must adhere to the following rules and regulations:

- No person under 19 years of age is to consume alcohol, or be served or supplied with alcohol;

- Photo identification with proof of age must be produced on request by anyone wishing to be served or to consume alcohol;

- No free tickets for alcoholic beverages may be provided as part of admission to an event.

- Drinking games are strictly prohibited at any University sanctioned event – on or off-campus.

- No person is to be served who appears to be intoxicated.

- Food should be available for the duration of the event. Food can be free or offered at a cost.

☐ I have read, understand and agree to follow the above rules and regulations relating to events with alcohol. *

Alcohol – Online Events

Brock University will only consider events that involve alcohol when appropriate and safe. As with in-person events, **drinking may not be the focus of the event.**

Drinking games are strictly prohibited at any University sanctioned event – including online events.

Online events with alcohol present a unique challenge as your participants will likely be joining in from home and you are not physically serving alcohol. That being said, as the organizer of a sanctioned University event, you are still responsible for ensuring the safety and well-being of your participants.

As the event organizer, you agree to

- Ensure that no participant under 19 years of age is to consume alcohol during your event

- Ensure that no participant over consumes alcohol during your event

- Ensure that no participant uses illegal narcotics on screen

- Monitor participant behavior for any unsafe activity or environments, and have the ability to remove disruptive participants

Required

☐ I have read, understand and agree to follow the above rules and regulations relating to online events and alcohol.

ADVERTISEMENT AND PROMOTION OF EVENTS WITH ALCOHOL

Advertisement for social events sponsored by recognized student organizations will make no direct reference to alcoholic beverages and **will not promote events in such a way as to encourage drinking**.

Under no circumstance will any organization or student accept sponsorship or endorsement for an event or program from a company that identifies itself as a manufacturer or distributor of alcoholic beverages.

Required

☐ I acknowledge the above policy on the advertising of events with alcohol

Speakers, Entertainers and External Guests

What type of guests are involved in the event? *

- ☐ Internal speaker (faculty, staff, student)
- ☐ External speaker (including alumni)
- ☐ Entertainer (magician, musician, DJ, artist)
- ☐ Businesses/vendors
- ☐ Other (please specify)

Please list the external speakers and/or entertainers*

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If the speaker is affiliated with an organization, please state the name of the organization.

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If available, provide links to the speaker's professional profile/website

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Please describe the nature of the content/act to be shared by the external speaker or performers*

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Does this speaker/entertain pose a reputational risk to the University? Is the subject matter or the speaker likely to attract protest or negative media coverage? *

- ○ No
- ○ Yes/Maybe (describe below)

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Movies, TV shows, or other media screening

It is important that any group screening media as part of its activities **ensure that it is doing so legally**. The law in this area is complex and has evolved with changes to the Copyright Act and in the jurisprudence, however, as a general principle where a movie, television program, or other audiovisual material is shown in a public setting* as a part of a social or recreational event, **a public performance license will be required**. Even if the event is free or "not for profit" a license will be required.

Having a personal account for a streaming service (i.e. Netflix, Disney+) or renting a movie online is NOT a license to screen a movie publicly!

*A public performance is any type of movie/media presentation that occurs outside of a private dwelling (your house, condo or apartment) or for audiences others than family and friends. Any type of presentation occurring outside of your home, or within your home but shown to audiences other than small groups of friends and family will be considered a public performance (for example, if you show a movie in your backyard to one hundred people, that too would be considered a public performance.)

Learn more at on the [SERMA website](#)

Obtaining a License
The Brock University Library provides access to several [streaming video collections](#) for *personal home* use, however, our license with **Audio Cine Films** also covers screenings for student groups and clubs in accordance with the below rules and regulations:

- Movies can only be screened on-campus (not online) at approved student and student club related events

- Audience must be Brock students, faculty, and staff only

- Groups cannot charge a fee to view the movie – all events must be free of charge

- License agreement does not cover outdoor movie events, fundraisers, or events involving the public.

Note that the University's licenses with Criterion and Kanopy DO NOT allow for student group use or public viewing of any kind – only individual use/personal home use.

If the film you wish to screen is not covered by Audio Cine Films, it is the club's responsibility to obtain the appropriate license.

Name of the media you plan to screen: *

Have you obtained a license to screen this media? *

    O No

    O Yes, covered under Brock University Audio Cine License

    O Yes, please list licensing agency

Online – Movies, TV shows, or other media screening

It is important that any group screening media as part of its activities ensure that it is doing so legally. The law in this area is complex and has evolved with changes to the Copyright Act and in the jurisprudence.

Streaming movies, television shows, or sporting events through platforms such as Zoom, MS Teams, Discord, or LifeSize, for other attendees to watch without a <u>specific streaming public performance license</u> is in violation with copyright law.

Note that most public performance licenses, including the [Brock University Audio Cine Films license](), do not allow for online streaming of movies for others. This requires a separate license.

However, there are some options to allow a group of persons with legal access to the content to watch it together, such as [Netflix Party/Teleparty](). These platforms/add-ons allow users who have access to the content to watch the media together (in-sync) and discuss throughout the movie.

As an alternate to Netflix Party/Teleparty, each attendee of your event may purchase their own pass to rent, stream, or buy a film or television show (e.g., through the Cineplex Odeon website), and then use platforms such as Zoom, MS Teams, Discord, or LifeSize to discuss the film. Notes that each user must be watching it independently and not through someone streaming it from their computer for others to view.

Using platforms such as Zoom, MS Teams, Discord, or Lifesize to facilitate discussions about the movie, television show, or sporting event, is not an act of piracy, and is a permitted activity that may coincide with a virtual movie, tv show, or sporting event.

Name of the media you plan to screen: *

How do you plan to screen/stream the media? *

Prizes & Give-aways

Please describe the prizes and giveaways *

Is any form of payment or donation being collected in exchange for a chance to with a prize or give-away? *

○ Yes

○ No

Collecting Money and/or Fundraising

For what purpose is money being collected / funds being raised? *

- [ ] To cover event or activity expenses for this event

- [ ] To support group/club activities or future events

- [ ] For a charity or non-profit organization (specify)

    _____

- [ ] For an emergency relief fund (specify)

    _____

- [ ] Other (specify)

    _____

How are the funds being raised? *Select all the apply ***

- [ ] Event ticket sales or entry fee (physical or electronic)
- [ ] Solicitation of donations from others, includes online or donation jars or boxes at the event

- [ ] Sponsorship from restaurant or business (receive proceeds from business)

    _____

- [ ] Tickets to enter draw or raffles

- [ ] Auctions or silent auctions

- [ ] Sale of goods or services (specify)

    _____

- [ ] Other

    _____

How are the funds being collected? *Select all the apply ***

- [ ] Cash
- [ ] Point of Sale machine (POS) (e.g. debit or credit machine, Square)
- [ ] Interac e-transfer
- [ ] Online payment platform or app *(e.g., PayPal, Venmo, Stripe)*

    _____

☐ Fundraising/charity website or crowdfunding platform
(e.g., GoFundMe, Kickstarter, or charity website)

[   ]

☐ Other (specify)

[   ]

Who are funds being collected from or tickets being sold to?

☐ Brock students
☐ Alumni
☐ Faculty/staff
☐ General Public
☐ Community partners, businesses, organizations (please specify)Write-In Answer
☐ Other (please specify)

Financial Accountability

Student organizations are required to accurately document the total income derived from sales of goods, services, ticket sales, or registration/admission fees, ensuring proper management and deposit with the designated charity/non-profit organization.

Please provide details of your financial accountability plan, addressing the following considerations:

- How will funds be securely stored and meticulously documented?
- Who will be authorized to access collected funds, and how will transparency be maintained throughout the process?
- What measures are implemented to mitigate risks associated with handling cash or financial transactions?
- In the event of event cancellation or postponement, how will collected funds or sponsorships be managed?

[   ]

A note on wording:

"All **proceeds** go to ... ": Any money that has been raised or donated MUST go to charity, regardless of whether your event costs have been paid or not.

"All **profits** go to ... ": Any money that has been made after the payment of all event costs must go to charity.

Lottery/Gambling

If you're seeing this page, one or more elements of your event may qualify as a lottery or gambling.

What is a Lottery or Gambling?

A lottery or gambling activity typically has three key components:

1. Money or something of value is exchanged.

2. A prize is offered.

3. Winning the prize is based on chance, not skill.

A lottery exists if:

- Money or something of value is paid in exchange for a chance to win a prize, and the outcome is not based purely on skill.

Examples of activities considered gambling/lottery:

- 50/50 draws
- Raffles or prize draws
- Penny sales or auctions
- Bingo with prizes or cash rewards
- Poker or other card games

What is NOT Considered a Lottery:

- **Door Prizes:** If the prize entry is included with the entrance ticket, it is not considered a raffle and is allowed without a license.

- **Games of Skill:** Competitions where the outcome is determined by skill, with no element of chance. Examples include checkers, chess, bowling, tennis, and golf.

For more information about what constitutes a lottery, please visit
brocku.ca/experiencebu/serma/resources/#lottery

Does your event meet the definition of a lottery, as outlined above?

O   Yes
O   No

Please describe the nature of the lottery or element of competition at your event: *

Conducting a lottery, or gambling without license is an offence under the Criminal Code (Canada).

The Criminal Code provides an exemption from the general prohibition against gambling, allowing eligible charities and religious organizations to conduct and manage lotteries under the authority of a licence by the appropriate authority – either by the Alcohol and Gaming Commission of Ontario (AGCO), or in some cases the AGCO has delegated authority to municipalities to approve and license certain lottery events.

In the past, the City of St. Catharines denied applications for licenses to Brock University groups as they do not meet the criteria of an eligible charity as defined by the AGCO.

Animals on campus

All activities or events involving the use of live animals on campus require permission and special consideration.
This does not include Service Animals who may be present at events with students/participants. *

Animals participating in events must be in good health, both physically and emotionally and enjoy the type of planned event. The animals should never be involved in such ways that their safety or comfort are jeopardized as determined by both the animal handlers and onsite personnel. Animals must not be overworked or overwhelmed.

The following information is required if the animals will be coming to Brock University.

What species of animal will be involved in the event? *

How many animals will be involved in the event? *

How will the animals be involved in the event? *

☐ Observation only *(no handling or petting)*
☐ Demonstration *(any case where an animal is demonstrating behaviours, trained or natural)*
☐ Petting or handling
☐ Other (*specify*)

If the animals will be used in a demonstration, please describe the procedures to be demonstrated and specify the person(s) performing each procedure:

If the animals are to be handled, will information regarding potential zoonotic (*diseases that can be passed from animals to humans)* diseases be made available to those handling the animals?

O Yes
O No
O I am unsure

Duration of time the animals will be considered affiliated with the activity/event*

[   ]

Who owns or what is the source of the animals? *

[   ]

How will the animals be transported to and from the site? Who is responsible for transportation? *

[   ]

Who is responsible for caring for and/or monitoring the animals during the event? *

[   ]

MANAGING THE RISKS OF EVENTS WITH ANIMALS

- **Supervision** - Have an expert present during the event; someone familiar with the animal(s) who knows how to handle them in cases of unexpected behaviour

- **Venue** - Ensure the venue is appropriate for the animal – crowds, bright lights, loud noises – can impact the safety and welfare of the animal

- **Handling** - Discuss handling safety with all participants

- **Hygiene** – Have an adequate supply of hand soap or similar cleansing agents must be provided for use by all persons handling the animals.

- **Safety Provisions** – Make all necessary arrangements for the safety of participants and animals, including first aid kits, personal protective equipment, containment arrangements, welfare arrangements and emergency contacts for example.

- **Sanitation** – Ensure clean-up of animal waste will occur immediately and appropriately

Required

☐ I have read and agree to follow the above recommendations for managing the risk associated with animals at events

INFORMED CONSENT

All participants must sign a waiver prior to participating in activity where they will be in direct contact with animals.

Signed waivers can be delivered to the Student Life Involvement Commons MC A204 after the event.

Required

☐ I agree to administer waivers to all participants who will be in direct contact with animals

HEALTH CERTIFICATE

The hosting organization must obtain documentation that the animals are in good health and have been vaccinated against diseases. This can be a heath certificate, or a letter from the owner of the animal certifying this information.

[File Upload]

If you do not yet have a copy of this certificate, you can email to serma@brocku.ca prior to event approval.

CERTIFICATE OF INSURANCE

The animal provider must provide a certificate of general liability insurance for at least $1 million with Brock University listed as additional insured.

[File Upload]

If you do not yet have a copy of this certificate, you can email to serma@brocku.ca prior to event approval.

Potentially Dangerous Materials

Events and activities that involve the use of fire or potentially hazardous materials require special consideration and additional planning as they inherently carry greater risk.

Campus Security, Facilities Management and Environment Health and Safety will need to be consulted in many cases. Additional details and information may be required. This will be communicated to you by a member of the SERMA team.

This event will involve the use of *

- ☐ Fire
- ☐ Fireworks
- ☐ Sharp objects, such as knives, axes or bow and arrows (*specify*)
- ☐ Potentially hazardous or toxic materials (*specify*)
- ☐ Other (*specify*)

Describe how these elements will be used in the event. *

What is your safety plan to mitigate the risks associated with the potentially hazardous materials? *

External Rentals & Equipment

What type of equipment are you renting? *

- ☐ Stage
- ☐ Tents
- ☐ A/V equipment
- ☐ Inflatables (*specify*)
- ☐ Carnival type games and/rides (*specify*)
- ☐ Other, please specify:

Please provide a link to the specific equipment or item you are renting, if applicable

COMPANY / RENTAL AGENCY

Name of the company providing the rental*

Company website *

Insurance Certificate from the vendors must be submitted to SERMA. Brock University must be listed as additional insured on the certificate. If you do not yet have a certificate, email serma@brocku.ca*

File Upload

EVENT & SETUP

Who is primarily responsible to setting up the equipment? *

- ○ Staff from the rental agency
- ○ Student event organizers and/or volunteers
- ○ Other (*specify*)

Who will be supervising the equipment, and use of the equipment during the event? *

- ○ Staff from rental agency
- ○ Event organizers and/or student volunteers
- ○ Both
- ○ Other (*specify*)

How many volunteers and/or staff will be supervising the use of the equipment during the event?

Travel

How are you and your participants travelling? *

☐ Public transportation (*city bus, GO Transit, VIA Rail, taxi, UBER, limousine service etc.*)
☐ Carpooling (organized by your group)
☐ Car Rental(s)
☐ Bus Rental
☐ Air Travel (*specify airline and flight number*)

MANAGING THE RISKS OF TRAVEL

Please check that you will ensure the following: *

☐ I will take attendance prior to boarding any mode of transportation to ensure no participant is left behind
☐ I have or will make travel arrangements for attendees with special needs
☐ I will ensure that the arrival/departure times are known by all attendees
☐ Attendees have an event organizer's contact information in case of emergencies
☐ Attendees bring health card and identification

INFORMED CONSENT WAIVERS

All participants must sign a waiver when travelling for a Brock event.

Signed waivers can be delivered to the Student Life Involvement Commons MC A204 after the event.

Required

☐ I agree to administer informed consent waivers to participants travelling for this event

Car Rentals/Carpooling
Name of the car rental agency *(if applicable)*

Name and email address of all drivers *

Required

☐ I certify that all drivers are license and insured

Chartered Bus Rentals

Name bus rental agency *

[   ]

How many buses are you chartering? *

[   ]

BUS MONITORS & CONTRACTS

You will be required to assign a bus monitor for each bus, who will be required to sign a Bus Monitor Contract, and who will be responsible for ensuring:

1. All participants have signed travel waivers before loading the bus.

2. No alcohol is brought onto the bus and that all alcohol will be confiscated.

3. No intoxicated participant is allowed to board the bus going to the event.

4. Every person is aware of the time the bus will be leaving the venue.

5. Every effort is made to ensure all participants are on the bus before it departs the venue.

6. All participants are aware of the procedure to be followed in the event that they miss the bus

Please upload the signed Bus Monitor Contracts below

If you do not yet have signed contracts, please email them to serma@brocku.ca or drop them off at the Student Life Involvement Commons MC A204 prior to the event

[File Upload]

International Travel

PRE-DEPARTURE REQUIREMENTS

All students travelling internationally:

- must sign an **Informed Consent** Waiver
- must have comprehensive health insurance for the entire time that they will be outside Canada
- should research the process they must follow with their insurance provide in case of incident on the trip
- are strongly advised to make use of the Global Affairs Canada [Registration of Canadians Abroad](#) (ROCA) service.

Required

☐ I will ensure the above requirements are followed

A list of names and the Brock emails of all students travelling must be submitted to the SERMA team *(upload below)* *

[File Upload]

TRIP LEADER RESPONSIBILITIES

Name(s) and Brock email of the trip leader(s) *

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```

Trip leader(s) are responsible for: *

☐ Reviewing and following the [Brock University Emergency Guidelines for International Student Trips](#)

☐ Collecting and having readily available, at all times during the trip:
  - Participant contact information and Emergency contact information
  - Participant Medical Insurance provider and contact information
  - Medicines to which the patient is allergic

  The trip leader is responsible for keeping the above information confidential.

☐ Instructing all participants to bring with them all relevant medical documents – such as Health card and insurance information.

☐ Obtaining the location of the nearest medical facility and contact information for local medical personnel and medical transport services;

Designating and keeping informed a back-up trip leader in case the leader becomes incapacitated or is required to separate from the team.