



Policy Name: Acceptable Use of the Crossing	Policy Number B4
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Policy Statement

The SAOC will set guidelines for the hosting of events in The Crossing.

Purpose:

To establish guidelines for renting parties regarding the hosting of events in The Crossing, and to establish what action the SAOC may take if these guidelines are not followed.

Renting parties includes individual students, student clubs, college individuals or groups, and individuals or groups external to the college.

Event refers to any function, party, meeting, or other gathering put on by any renting party.

Related Policies	
Review Plan: 5 years	Review Date: March 14, 2021
	Ratification Date: March 14, 2016



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Procedure:

1. Any group or club hosting an event in The Crossing will sign a contractual agreement with the SAOC. Olds College conference services may rent out the dining area for special events for the rental fee of \$400 upon approval of the SAOC.
2. No group shall be given access to the kitchen or bar facilities in The Crossing. If the group wants food or alcohol service, that service is to be provided by The Crossing.
3. At least one SAOC staff member will be present at club events.
4. Permission in writing is required from the SAOC for Chartwells catering to be permitted to cater in the crossing. If Chartwells is catering an event in the Alumni Centre and accessing The Crossing dining area, Crossing staff will not need to be present for this purpose.
5. The gaming area is not included in the rental agreement. Should the gaming area be needed for an event prior arrangement would have to be made with the SAOC at an additional fee of \$150
6. A no-show fee of \$400 will be charged to any group that fails to show up for their event if they have not given 48 hours notice of cancellation.
7. All groups are responsible for setting up for their event. The SAOC will not be held responsible for the failure of an event because a group failed to prepare and set up for it.
8. All groups are responsible for taking down any materials and cleaning up after their event. This must be completed before 7:30am the morning following the event. Takedown and cleanup includes, but not limited to:
 - a. Removal of all decorations.
 - b. Removal of all event advertisement.
 - c. Replacement of chairs and tables to their original position.
 - d. Removal of garbage, bottles, plates, or other item out of place.
 - e. Cleanup of any large spills, messes, or broken glass.
9. If alcohol is to be served at the event, a person will be designated by the group who will remain sober and take care of all take down and cleanup.
10. Failure to comply with any part of this policy will result in a \$250 fine, and may result in the SAOC refusing to sanction an event in the future at the discretion of the SAOC.
11. Security must be provided for Events as set out by the AGLC regulations.

Supporting Documents: Alberta Gaming and Liquor Commission (AGLC)

Review Plan: 5 years

Review Date: March 14, 2021