
SATURDAY NIGHT ACTIVITY

Effective Date: September 2019

Responsibility: VP Student Services

Amends Policy dated: September 2010

Policy Number:

Scope: Students, faculty and staff

Saturday night programming is listed in the Calendar of Events found at www.burmanu.ca/campuscalendar and must be cleared through the Student Service Office. Saturday night programming is to provide an activity for both Burman and PAA students, ensuring all students have an option to do something on campus.

Planning a Saturday Night Program

1. Planning should align with the Vision, Mission, and Values of the University. Reference the *Programming Guidelines Policy*.
2. Annual Saturday night programs will be approved when the Calendar of Events is created. Student Services will work to establish a Saturday night program for each weekend within the school year excluding breaks.
3. Permission for new programs must be obtained from the Campus Life Committee (CLC). Request forms may be obtained in the Student Services Office. Ample time should be allowed to process the request. The Calendar of Events lists the dates when the CLC meets.
4. The length of time for Saturday night programming should be long enough that students are not left looking for more to do when it is done. Student Services will supply the individual/group organizing a Saturday night program with \$300 to support CLC approved programming. When there are two approved coordinated programs to fill the evening, the \$300 will be split between the two organizing individuals/groups.
5. Organizing individual/group is responsible to see if the venue of their choice is available on the date of the event requested and bookings should be finalized as soon as CLC permission for event is granted. The gym is booked through the PE Centre front desk; Admin Chapel, student lounges and Youth Centre are booked through Student Services; Lakeview Hall lobby and chapel are booked through the deans; College Heights Church is booked through the front office.
6. Each organizing individual/group should plan to advertise their CLC approved program at least two weeks prior to the event. The Student Service office is willing to assist in advertising if requested by the individual/organizing group.
7. If there are any audio visual needs for the program, decide what these needs are and book equipment/personnel through Student Services three weeks before the event.

8. Extra help and volunteers is the responsibility of the organizing individual/group. Sponsors are expected to be present at any group event as described in *The Tangible Club Advisor* found at www.burmanu.ca/student-services/clubs.
9. In accordance with guarding the edges of the Sabbath, a program should be planned no earlier than ½ hour after sundown. Set-up for the program should only happen outside Sabbath hours as well.
10. It is the responsibility of the organizing individual/group to ensure with the host location appropriate activity and food stuffs. Reference the *Vegetarian Food Policy*. Clean up is expected when the function is complete.
11. Any damage, as a result of the function, is the responsibility of the organizing individual group.