

## **GUIDELINES FOR HOSTING PUBLIC EVENTS**

Requests for space bookings on campus are divided into four categories:

- 1) internal groups (presented by faculty or staff)
- 2) internal groups (presented by faculty or staff) with an external audience
- 3) external groups with a University sponsor (e.g., faculty or staff connection)
- 4) external groups (no connection to the University)

If a staff or faculty member has chosen to sponsor an activity at the University on behalf of an external group, or is planning to organize a conference, event or presentation with an external audience, they assume the responsibility of the host and are responsible for following the guidelines set forth below. Prior to submitting the event application form linked below, staff and faculty must obtain departmental approval for the event in question and should refer to the [Risk Management guidelines](#) on the University website.

The following are guidelines for requesting and hosting public events:

- Obtain approval from your Department Chair or Dean for the event
- Complete an [event application form](#) and submit to Shelley Unwin ([sunwin@lakeheadu.ca](mailto:sunwin@lakeheadu.ca)) for approval by the Principal
- Once event has been approved, contact Conference Services to notify them of the event – [assistant.orconferenceservices@lakeheadu.ca](mailto:assistant.orconferenceservices@lakeheadu.ca) (no cost involved)
- If there are any IT requirements for the event (e.g., multimedia assistance, guest WiFi access, etc.) please ensure that you submit a ticket to the Technology Services Centre <https://supportticket.lakeheadu.ca/>
- Prepare and display posters or information regarding the event in advance
  - Your department's Communications representative can assist with posting information to our Calendar of Events, Digital Screen, and to the Communications Bulletin
  - If the event is open to the public, Jaclyn Bucik, Marketing and Communications Associate ([jbucik@lakeheadu.ca](mailto:jbucik@lakeheadu.ca)), can assist with publicity and advertising
- Prepare for any presentations – set up a trial run prior to the event to be sure that all equipment is in order and that all necessary arrangements have been made
- On the day of the event, display directions to the location(s) of the event inside the front doors of Simcoe Hall
- Meet and greet attendees inside the front doors of Simcoe Hall
- If any refreshments/meals are required, please contact Madison County Food and Beverage Company well in advance of the event. Their website is [www.backtothegrind.ca/](http://www.backtothegrind.ca/) and you can reach Don at [madisoncounty@lakeheadu.ca](mailto:madisoncounty@lakeheadu.ca) or 705-330-4008 ext. 3050
- We are a LEED facility and encourage environmental sustainability. Attendees are encouraged to bring their own reusable bottle for water which is available at designated water bottle fountains on campus. Event organizers can also provide jugs of water if desired in lieu of bottled water

- Unless additional custodial support has been acquired through Conference Services (Kristen Lampman, [assistant.orconferenceservices@lakeheadu.ca](mailto:assistant.orconferenceservices@lakeheadu.ca)), it is the responsibility of the host to tidy up after the event (e.g., putting away garbage, rearranging tables and chairs to the original layout, etc.)
- Parking rates apply for events which take place before 5 p.m., Monday through Friday. If guests are staying in the Residence, parking is included in their room rates. For guests not staying in Residence, parking is \$5.00/day and parking passes can be purchased at the machine located in the middle of the parking lot in front of the bookstore. If you have a large group attending, you can contact the Security Office to make arrangements for a discounted group parking rate. Please note that to receive the discounted group parking rate, event organizers are responsible for collecting license plate information for all attendees and submitting this to the Security Office on the morning of the event. For more information regarding parking, please see the [Traffic and Parking Policy](#)
- For public events, consider having a sign in table so that we can capture email addresses in order to let people know about upcoming events