



Events Policy

OF THE ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY

Responsibility	Campus Affairs Commissioner
Approved by	Board of Directors
Date initially approved	April, 2026
Date last revised	April, 2026

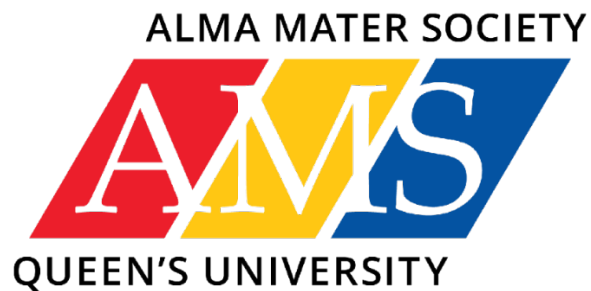


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Land Acknowledgement

We acknowledge that we are on the traditional lands of the Anishinaabe and Haudenosaunee peoples, known as Katarokwi, or colonially as “Kingston.” The Alma Mater Society at Queen’s University seeks to recognize the importance of these lands to the Indigenous peoples who have existed since time immemorial. The unjust acquisition of these lands occurred through the Crawford Purchase of 1783, a land treaty upheld by the First Peoples but later undermined by the British Crown and the “Canadian” government. This history of numerous broken promises and treaties continues to impact Indigenous communities today.

As settlers on this land, we acknowledge our continued benefit from systemic structures that marginalize Indigenous peoples. Recognizing systemic oppression, it is our duty to actively listen to and amplify Indigenous voices, addressing both past and ongoing injustices for meaningful, positive change. We are grateful to these lands for sustaining us and giving us the gift of life. This acknowledgment is a call to action, committing us to understand and respect the history and ongoing struggles of Indigenous peoples. We recognize that words alone are not enough; our actions must reflect our commitment to justice and reconciliation.

Purpose

The Alma Mater Society’s (AMS) Events Policy establishes a clear and consistent framework governing the approval of events organized by AMS-Ratified Clubs, Affiliated Societies and AMS Commissions, Services and Offices. This policy is necessary to ensure that events are conducted safely, responsibly, and in alignment with institutional risk management and insurance requirements. By defining structured procedures and expectations, the policy protects participants, event organizers, and the Society while enabling student engagement beyond the classroom.

The AMS Events Policy applies to all events hosted, organized, or affiliated with AMS-Ratified Clubs, Affiliated Societies, and AMS Offices, Services, and Commissions that fall within the scope defined herein. This policy establishes the requirements, responsibilities, and processes necessary for obtaining event sanctioning and extension of AMS general liability insurance coverage.

The AMS is committed to fostering dynamic student life while upholding rigorous standards of safety, accountability, and transparency. Event planning presents challenges related to liability, operational risk, and compliance; this policy addresses these challenges by creating a standardized, accessible, and transparent sanctioning process. By adhering to this policy, organizers ensure that events are properly reviewed, risks are mitigated,

insurance coverage is extended where applicable, and the student experience remains both enriching and secure.

Through structured oversight, clear procedural guidance, and equitable access to support, the AMS affirms that safe event planning is a shared responsibility and a foundational component of responsible student governance.

Scope

This policy is intended to serve as a governing framework for the event planning and sanctioning of the AMS, its subsidiaries and affiliated societies. It ensures that events are reviewed, approved, and executed in accordance with established safety, risk management, and insurance requirements. This policy complements existing Queen's University policies particularly the *Queen's University Alcohol Policy*, and the *Policy on the Booking, Use, and Cancellation of Bookings in University Space*, venue regulations, insurance provisions, and is subject to municipal, provincial, and federal legislation.

This policy applies to:

- All AMS-Ratified Clubs as defined by the AMS Clubs Policy;
- All Faculty and Affiliated Societies as defined by the AMS Constitution;
- All AMS Offices, Services, and Commissions; and
- All members, executives, volunteers, and event organizers acting on behalf of the above groups.

This policy governs all events requiring AMS sanctioning, including in-person, virtual, and hybrid events; events held on or off campus; events including third-party vendors, performers, sponsors, or partners; and all associated records and submissions related to the sanctioning process.

Terminology

1. **Affiliated Society** or **Faculty Society**: Refers to any faculty society, and any of its recognized committees, as defined in the AMS Constitution.
2. **AMS**: Refers to the Alma Mater Society of Queen's University.
3. **AMS Waiver** or **"Waiver"**: Refers to the AMS Risk and Acknowledgement waiver.
4. **Certificate of Insurance** or **"COI"**: Refers to a document issued by an insurance provider confirming the existence, limits, and terms of insurance coverage, which may be required by venues or third parties in relation to an approved Event.
5. **AMS-Ratified Club** or **"Club"**: Refers to a student organization formally ratified in accordance with the AMS Clubs Policy.
6. **Event**: Refers to any activity, program, initiative, or gathering co/hosted, organized, or promoted by an AMS-Ratified Club, Affiliated Society, Commission, Service, or

Office that falls outside of regular operations. Regular operations include routine executive meetings, internal planning sessions, interviews, and other administrative activities.

7. **Event Organizer(s)**: Refers to the individual submitting the Event Form on behalf of a Club, Affiliated Society, Commission, Service, or Office and serving as the primary point of contact throughout the Event sanctioning Process.
8. **Event Review Form** or **“Form”**: Refers to the official document used to initiate and administer the Event sanctioning Process. The Form collects required information about a proposed Event and is maintained and updated as necessary by the AMS.
9. **Event Sanctioning** or **“Sanctioning”**: Refers to the formal approval granted by the AMS following review of an Event Form, confirming that an Event may proceed in accordance with this policy.
10. **Event Sanctioning Process**: Refers to the formal review process through which proposed Events are assessed for risk, compliance, and eligibility for approval and insurance coverage.
11. **Established Vendor**: Refers to a vendor or service provider that is formally authorized to operate on Queen’s University campus. Examples of Established Vendors include on-campus providers such as Tim Hortons, Pizza Pizza, and Common Ground coffeehouse.
12. **General Liability Insurance**: Refers to the insurance coverage extended to approved and sanctioned Events, subject to the terms, conditions, exclusions, and limits of the applicable insurance policy.
13. **High-Risk Event**: Refers to an event that includes one or more elevated risk factors as outlined in this policy, including but not limited to alcohol service, physical activity, travel, or other factors identified by the Reviewer.
14. **Material Change**: Refers to any significant change to an approved Event, including but not limited to changes in location, activities, attendance, alcohol service, vendors, or overall risk profile.
15. **Organizing Entity**: Refers to the AMS-Ratified Club, Affiliated Society, Commission, Service, or Office under whose authority an Event is proposed and conducted. The Organizing Entity remains ultimately responsible for compliance with this policy and any conditions of approval.
16. **Reviewer**: Refers to the individual(s) designated to assess Event Forms for compliance with this policy and applicable risk management requirements as part of the Event Sanctioning Process.
17. **Sanctioned Event**: Refers to an Event that has received formal written approval through the Event Sanctioning Process.
18. **Third-Party Vendor** or **“Third Party”**: Refers to any external individual, business, or organization providing goods, services, sponsorship, or participation in an Event that is not part of the AMS or Queen’s University.

19. **Venue:** Refers to the physical or virtual location at which an Event is held, including any Third-Party or university-owned space.

Roles and Responsibilities

Campus Affairs Commissioner (CAC): The CAC is responsible for the administration and oversight of the Event Sanctioning Process. The CAC maintains and updates the Event Form and associated guidance materials, ensures that requirements and timelines are clearly communicated, and coordinates the review of submitted Event Forms. The CAC participates in the review of Events and is responsible for issuing decisions to approve, conditionally approve, or deny Sanctioning based on compliance with this policy. The CAC may require additional information, impose reasonable risk mitigation conditions, or escalate higher-risk or complex Events for additional review in accordance with this policy. The CAC shall ensure that this policy is applied consistently and fairly across comparable cases.

Reviewer(s): Reviewer(s) are the individual(s) designated to assess Event Forms for compliance with this policy and applicable risk management and insurance requirements. Reviewer(s) typically include the CAC and the Events and Projects Assistant Manager. In the absence of both the Campus Affairs Commissioner and the Events and Projects Assistant Manager, review authority shall be delegated to the AMS General Manager or their designate, followed by the Vice President (University Affairs). Where an Event involves alcohol, review shall include the Queen's StuCons Head Manager or designate. Where an Event presents elevated or unusual risk, the CAC may require participation of the AMS General Manager or designate. The Reviewer is responsible for assessing risk, identifying required mitigation measures, requesting clarification where necessary, and documenting recommendations to inform the final Sanctioning decision.

Event Organizer(s): Event Organizer(s) are responsible for submitting the Event Form on behalf of an AMS-Ratified Club, Affiliated Society, Commission, Service, or Office. Event Organizer(s) must ensure that all information provided is complete, accurate, and submitted within required timelines. They are responsible for understanding and complying with this policy and all other applicable AMS, university, Venue, insurance, and legal requirements prior to and during the Event. Event Organizer(s) serve as the primary point of contact throughout the review process and are responsible for implementing all conditions or risk mitigation measures attached to an approved Event.

Organizing Entity: These entities are responsible for ensuring that any Event conducted under their authority complies with this policy. They must ensure that Event Organizer(s) are informed of Sanctioning requirements and must not permit Events requiring Sanctioning to proceed without prior approval. These entities remain accountable for Events conducted in their name, including compliance with any conditions of approval.

Part A: AMS Event Sanctioning

Section 1: General Information

The AMS Event Sanctioning Process is the formal review mechanism through which proposed Events are evaluated to ensure they are planned and conducted in the safest manner possible. The process involves assessing Event details, logistics, risk mitigation measures, and compliance with applicable AMS policies, Queen's University requirements, and relevant legislation.

1. All proposed Events organized under the authority of an AMS-Ratified Club, Affiliated Society, Commission, Service, or Office must undergo the AMS Event Sanctioning Process unless explicitly exempted in writing by the Campus Affairs Commissioner.
2. Events that have not received formal approval through the Event Sanctioning Process shall not proceed. Any such Event is not eligible for AMS General Liability Insurance.

Section 2: Event Form

The Event Form is the required first step of the Event Sanctioning Process. The Form collects relevant information regarding a proposed Event to enable proper risk assessment and review. The Form is designed to gather sufficient detail to facilitate efficient review and minimize unnecessary delays or follow-up requests. The Event Form shall be maintained and made available year-round by the Campus Affairs Commissioner.

1. The Event Organizer must complete and submit the Event Form with accurate and complete information. Submission of incomplete or inaccurate information may delay review, pause the review timeline, or result in denial of Sanctioning.
2. The Event Form must be submitted no later than fourteen (14) business days prior to the proposed Event start date, unless otherwise specified in this policy. Events submitted fewer than fourteen (14) business days prior to the Event date may not be reviewed in time and may be denied on that basis.
3. The Event Organizer must notify the Campus Affairs Commission of any Material Changes to the Event, including but not limited to changes in location, activities, attendance, alcohol service, vendors, or risk profile, no later than twenty-four (24) hours prior to the Event start time. Failure to disclose Material Changes may result in immediate withdrawal of Sanctioning and loss of insurance coverage.

Section 3: High-Risk Event Factors

Events Involving Food or Beverages

1. All Events involving food must comply with applicable public health requirements in effect at the time and location of the Event. The Organizing Entity and any vendor providing food are responsible for complying with [Ontario Regulation 493/17 \(Food Premises\)](#) under the [Health Protection and Promotion Act, R.S.O. 1990, c. H.7](#), and any other applicable public health requirements.
2. For on-campus Events involving food and/or beverages:
 - a. Where food is provided by an Established Vendor, no additional food approval forms are required through this policy, subject to university requirements.
 - b. Where food is provided by an off-campus caterer, the [Off-Campus Caterer Application Form](#) must be submitted to Queen's Hospitality Services in accordance with university requirements, including any minimum notice period (typically fourteen (14) days).
 - c. Events involving [barbecues](#), [bake sales](#), or [potlucks](#) on campus must have the applicable approval forms submitted to Queen's Hospitality Services in accordance with university requirements, including any minimum notice period (typically fourteen (14) days).
3. Where Queen's University requires food-related approval forms, the Event Organizer must submit such forms directly to the appropriate university department. Copies of submitted approvals or confirmations may be required to be uploaded with the Event Form as part of the review process.

Events Involving Alcohol

4. All Events involving alcohol must comply with the Liquor Licence and Control Act, the Queen's University Campus Alcohol Policy, and all other applicable legal and public health requirements in effect at the time and location of the Event.
5. Events involving alcohol must meet the following additional requirements:
 - a. Off-campus Events must be held in a private, controlled Venue that is closed to the general public. Appropriate security measures must be in place as determined through the review process.
 - b. On-campus Events involving alcohol require the attendance of Queen's StuCons in accordance with university policy.
 - c. Where deemed necessary based on risk, security personnel or Queen's StuCons may be required for off-campus Events.

6. For Events involving alcohol, the AMS Waiver must be signed by all participants and Event Organizer(s) prior to the start of the Event.

Events Involving Physical Activity

7. Events involving physical activity must identify the level of activity in order to assess risk and determine appropriate mitigation measures:
 - a. **Light Physical Activity** refers to activities posing minimal risk, such as walking or low-intensity recreational activities.
 - b. **Moderate Physical Activity** refers to activities posing a meaningful level of risk, such as recreational sports, light running, or dancing. Events involving moderate physical activity require all participants to sign the AMS Waiver.
 - c. **Vigorous Physical Activity** refers to high-risk activities with elevated potential for injury, such as ice hockey, rock climbing, or similar activities. Events involving vigorous physical activity may not be sanctioned where risk cannot be adequately mitigated. In certain circumstances, additional Event-specific insurance may be required at the expense of the Organizing Entity.
8. Events involving swimming or identifiable water hazards must include a site plan outlining the swimmable area or water hazard, supervision measures, and lifeguard placement. Lifeguard ratios and safety standards must comply with the *Lifesaving Society Canada National Safety Standards*.

Events Involving Minors

9. Events involving minors on campus require the AMS Waiver to be signed by the individual's parent or guardian.

Events Involving Travel

10. Events involving travel must be submitted no fewer than thirty (30) days prior to the proposed departure date. Additional requirements may apply depending on destination and applicable regulations. Event Organizer(s) are strongly encouraged to consult with the Campus Affairs Commissioner in advance.
11. The AMS will only extend General Liability Insurance coverage to travel within continental North America, subject to insurer approval. Travel Events are subject to the following conditions:
 - a. Transportation must be arranged through licensed chartered services. The use of personal vehicles rented or driven by participants for organized travel is not permitted.

- b. AMS General Liability Insurance does not provide travel medical insurance, automobile insurance, or personal property coverage.
- c. All travelers must have valid travel medical insurance coverage. Participants enrolled in the AMS Health and Dental Plan may be covered under its travel provisions; otherwise, proof of travel medical insurance may be required.
- d. Additional insurance premiums or administrative fees may be required to extend coverage for travel Events. Any such costs shall be borne by the Organizing Entity.

Part B: Review

Section 1: General Information

1. The Reviewer shall assess submitted Event Forms in accordance with this policy. Review shall be based solely on the information provided in the Event Form and any supplementary documentation submitted by the Event Organizer. The Reviewer shall not rely on assumptions and may request additional information where necessary to complete the assessment.
2. Event Forms shall typically be reviewed within approximately five (5) to seven (7) business days. Review timelines are estimates only and may be extended where additional information, clarification, or documentation is required from the Event Organizer.
3. Event Forms shall be reviewed on a first-in, first-out basis, subject to operational capacity and the completeness of submissions. Late submissions are not guaranteed review prior to the proposed Event date.
4. The Reviewer shall assess whether the proposed Event can proceed in a reasonably safe manner. This includes evaluation of logistics, risk mitigation measures, compliance with AMS policies, university requirements, applicable legislation, and insurance considerations.
5. Where concerns are identified, the Reviewer shall make reasonable efforts to communicate required modifications, clarifications, or mitigation measures to the Event Organizer. Approval is not guaranteed. If identified risks cannot be adequately mitigated, or if required information is not provided within a reasonable timeframe, the Event may be denied.
6. The Reviewer does not guarantee expedited review of Event Forms.
7. Where the Venue contract specifies an insurance requirement (e.g., up to \$5 million), the Reviewer shall identify this requirement during review and, if the Event is sanctioned, request issuance of a Certificate of Insurance (COI). Once issued, the COI shall be provided to the Venue and the Event Organizer.

Section 2: Decisions and Effect of Approval

1. Following review, an Event may be:
 - a. Approved as submitted;
 - b. Approved subject to specified conditions; or
 - c. Denied, with written reasons provided by the Reviewer.

2. An Event is considered sanctioned only upon formal written approval issued by the Reviewer. Upon Sanctioning, AMS General Liability Insurance is extended, subject to the terms, conditions, exclusions, and limits of the applicable insurance policy.
3. Conditional approval may include, but is not limited to, requirements for signed Waivers, additional security measures, supplementary documentation, proof of insurance, or other risk mitigation measures deemed appropriate by the Campus Affairs Commissioner under this policy.
4. Where a Waiver is required as a condition of approval, the Event Organizer is responsible for ensuring that the Waiver is signed by all participants and Event Organizers prior to the Event start date. Failure to comply with the required conditions may result in withdrawal of Sanctioning and loss of insurance coverage.
5. Approval is granted based solely on the details contained in the approved Event Form and any documented conditions. Any Material Change to an approved Event must be disclosed in accordance with this policy. Undisclosed material deviations may result in withdrawal of Sanctioning and loss of insurance coverage.
6. The Event Organizer must report any incident occurring during the Event, including injuries, safety concerns, or significant risks, to the Campus Affairs Commissioner within forty-eight (48) hours of the Event's conclusion.
7. Compliance with this policy is mandatory. Non-compliance by an AMS-Ratified Club may result in sanctions in accordance with the AMS Clubs Policy. Non-compliance by other Organizing Entities may result in further action as determined by the appropriate AMS governing authority (e.g., Judicial Affairs Office).
8. The AMS reserves the right to revoke Sanctioning at any time where an Event is found to be non-compliant with this policy or any conditions of approval.

Part C: Equipment Borrowing Program

Section 1: General Information

1. The AMS Equipment Borrowing Program (“the Program”) provides Organizing Entities with access to equipment to support Event planning and execution. The Program shall be offered at no cost to eligible Organizing Entities.
2. The Program shall be available only for use in relation to a Sanctioned Event.
3. The Program shall operate on a continuous basis throughout the academic year, subject to operational capacity and equipment availability.
4. Approval of equipment lending shall be at the discretion of the Campus Affairs Commissioner. In the absence of the Campus Affairs Commissioner, approval may be granted by the Reviewer.
5. The Program shall be administered by the Campus Affairs Commission and funded by the Campus Affairs Commission and the Clubs Commission.

Section 2: Procedure

1. Requests to borrow equipment shall be submitted through the designated bookings and reservation platform provided by the Campus Affairs Commissioner.
2. Requests shall be assessed on a first-in, first-out basis, subject to operational capacity, equipment availability, and completeness of the submission. Submission of a request does not guarantee approval.
3. Organizing Entities shall agree to all applicable terms and conditions prior to receiving any equipment.
4. Approved equipment shall be used solely for the purposes outlined in the corresponding Sanctioned Event and in accordance with all provided instructions.
5. All borrowed equipment shall be returned in good condition no later than twenty-four (24) hours following the conclusion of the Event, unless otherwise specified by the Campus Affairs Commissioner.
6. The Campus Affairs Commissioner may request additional information or clarification where necessary to assess a request.

Section 3: Compliance

1. Organizing Entities are responsible for ensuring compliance with this policy and any applicable terms and conditions associated with borrowed equipment.
2. Failure to comply with this policy or the agreed-upon terms and conditions may result in sanctions, including but not limited to suspension of borrowing privileges, financial liability for damages, or further disciplinary action.

- a. Sanctions shall be determined by the Campus Affairs Commissioner, in consultation with the Clubs Commissioner and the Vice President (University Affairs), where appropriate.
3. Clubs that are facing sanctions by the Clubs Commission are not eligible for the Program until the sanctions are resolved.
4. The AMS reserves the right to deny or revoke equipment access where an Organizing Entity is found to be non-compliant with this policy or any applicable conditions.

Monitoring

This policy shall be reviewed annually by the Campus Affairs Commissioner in consultation with relevant stakeholders. The Campus Affairs Commissioner is responsible for monitoring compliance with this policy and recommending amendments where necessary. Any amendments must be approved by the AMS Board of Directors and communicated to AMS Assembly.

Contact person	<i>Campus Affairs Commissioner</i>
Date of next review	April 2027
Related policies, procedures and guidelines	AMS Clubs Policy
Policies superseded by this policy	<i>N/A</i>