

**Appendix A: Approval for University of Regina Outdoor Events**

**Event Name**:

**Event Date**:

**Primary Event Contact**: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_

**Please check the appropriate box**

🞏 **This event is organized or sponsored by a University of Regina faculty or department\*\***

\*\*Dean/Dept. Head Signature:

🞏 **This event has no formal affiliation with the University of Regina.**
*Note: All non-affiliated events will be charged normal Provincial Capital Commission/ Wascana Centre fees.*

Authorization from the Provincial Capital Commission (PCC) is required for all University of Regina outdoor events. **This form must be completed and accompany the PCC Special Event Application form to be valid.** (See http://wascana.ca/events-and-bookings/events/special-event-application). In addition, the University reserves the right to add requirements as indicated below.

The Event Organizers accept all responsibility for cleaning of the area after the event as well as the costs of any damage incurred. All University of Regina policies and agreements must be abided by.

Campus Security Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director, Security and Operations (306-585-4655)

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forwarded to: Provincial Capital Commission

CC: Manager - Custodial Services, Campus Security Patrol, Hospitality Services, FM circ/file, Other