

Outdoor Event Regulations

All outdoor events on University of Regina property and grounds require approval.

For small events, the Provincial Capital Commission Special Event Application and the University of Regina's Approval of Outdoor Events Form ([Appendix A](#)) must be completed a minimum of two weeks prior to the event. Large events require a minimum of one month prior approval.

The following general rules and regulations apply:

- The University requires safety in the preparation of food for service.
 - o As per University of Regina policy OPS-100-005, Food Services, only University of Regina approved caterers may provide food services on the University of Regina Campus. Any exceptions must be approved by Hospitality Services, Student Affairs.
 - o A valid Regina Qu'Appelle Health Region Temporary Event Food Service Certificate is required if food is being prepared and/or served by a non-licensed person or group.
 - o An appropriate protective covering must be used under any BBQ in order to prevent staining of concrete or other hard surfaces and damage to grounds.
 - o Garbage cans must be in place to assist with maintaining a clean environment. With sufficient notice these may be supplied by the Provincial Capital Commission.
- The University's policy OPS-110-005, Sale and Service of Alcohol on Campus, as well as the rules and regulations of the **Saskatchewan Alcohol and Gaming Regulation Act**, will be strictly enforced at all functions on University property.
- The Provincial Capital Commission requires notification of events by virtue of the Provincial Capital Commission Act and Bylaws. It also requires notification for garbage cans, fencing and event locations for underground sprinkler location. (Please note a fee may be charged for some services).
- Other necessary stakeholders affected by events (i.e. Parking, etc.) will be notified by distribution of a signed copy of [Appendix A](#) including Facilities Management, who require notification for location of underground services, tent use, electrical requirements, etc.

The University reserves the right to impose additional special requirements for events to ensure maximum safety of University stakeholders and participants.