

Lunik Event Use Form

Event Policies and Procedures

Any group wishing to use Lunik Co-operative space must submit an Event Use Form at least two weeks prior to the desired event. The application will be reviewed to ensure it complies with Lunik's mandate, policies, and Constitution. Upon approval, a permit will be issued to the e-mail provided. The event host/representative is required to carry a copy (printed or electronic) of the permit to the event. All questions should be directed to lunik.cooperative@gmail.com.

EVENTS POLICY

Events hosted by Lunik, in collaboration with Lunik, or by another group on campus must adhere to Lunik's Mission Statement: to increase food options for the Glendon College community by providing environmentally, socially, and economically sustainable alternatives. Lunik is an equitable and inclusive common space that is democratically governed by its members (in accordance with its Safe Space Policy.) Any event that conflicts with our mission will not be approved. Lunik Co-op's primary function is as a communal space - event space use is secondary. Our priority is continuing to provide for the Glendon community as a whole. This includes minimal adjustment to regular operating hours and functions.

SAFE SPACE POLICY

Lunik Co-op's Safe Space Policy aims to provide a safe, comfortable and inclusive environment for every individual. This means we each must constructively confront oppressive behaviour and language.

Discrimination based on any of the following is not tolerated:

- race
- culture
- sexual orientation
- gender
- gender identity
- age
- ability
- economic/social status
- religion
- any identity markers

BOOKING PROCEDURES

- The cleaning and safety commitments outlined on the following page must be reviewed prior to your event.

- Events cannot be held before 6:00 pm and must extend no later than 12:00 am (including setup and clean up).
- Bookings are made on a first-come, first-serve basis. No special preferences will be given.
- Lunik Co-op reserves the right to decline any event submission that detracts from the Safe Space Policy or Mission Statement at the time of request, prior to the event, or during the event.

NOTE: All licensed events will require the completion of this form at least 21 days prior to the prospective event. Hosts/representatives must meet with the Social Space Coordinator to facilitate a licensed event. Further information about licensed events will be on the third page.

REMINDER: If the above requirements are not satisfied, the submission will not be approved.

Event Usage Agreement

TIME

Groups must agree to set-up time and end time. We strongly emphasize to groups that Lunik is a space for all students and set-up times must be strictly adhered to. Groups using the space after regular closing time (7pm) must follow regular closing procedures. A list of required tasks are given below and the group is accountable for the completion of each task. If a task is found uncompleted, the group's privilege to host future events at Lunik Co-op may be revoked.

CLOSING PROCEDURES

- Turn off/unplug all lights
- Close ALL doors (2 out to the terrace, 1 to RadioGL and the main door) and ensure they are locked
- Unplug coffee machine and turn off all other appliances
- Wipe down tables (rags and spray under the sink)
- Throw away any garbage and ensure space is tidy
- Empty coffee/water (coffee filters and grounds go in the compost)
- Take compost out
- Take out garbage/recycling if full (behind the manor)
- Clean all dirty dishes & run the dishwasher
- Sweep floors (broom/dustpan by the fridge)
- Turn off music
- Empty money from donation box, put it into a ziplock bag, and into the desk drawer

PHYSICAL SPACE:

Furniture and decor must remain in the Lunik space they were found. Tables and chairs can be rearranged but are not to be removed from the cafe space. The storage room is absolutely off limits unless there was a previous agreement. A \$50 fine will be imposed on the rental group if this policy is violated.

If there are things left to clean up, Lunik will contact the group to have it cleaned/fix the next morning. If no member of the group is available to come in that morning, Lunik staff will finish the work and will invoice the group at \$16/hr per person working. If items in Lunik Co-op are found damaged, the group is responsible for their replacement cost. The group must replace the item within 7 days. If not, Lunik Co-op will invoice \$16/hr

plus the cost to replace the item. Cost of damages are to be assessed at Lunik's weekly coordinator meetings.

Licquor License Agreement

Liquor Licensed Events & Liability

Lunik is covered by Liability Insurance through Cooperators Inc. in order to protect the cooperative from unforeseen damages/expenses.

Given that Lunik Co-op therefore assumes responsibility for licensed events, the cooperative is also responsible for all matters concerning alcohol at events. This includes:

- procurement of a *Special Occasion Permit* and the purchase of any alcoholic beverages for sale at the event (restricted to beer and wine and other low alcohol concentration beverages; liquors and other beverages with high alcohol content may not be sold or consumed on the premises of Lunik Co-op Inc),
- ensuring that the event follows the Ontario Procedures detailed in the *Special Occasion Permit*.
- ensuring safe and responsible sale of alcohol (approval of bartenders, *always verifying that they are SmartServe certified*, thoroughly checking IDs, ensuring safe consumption levels, etc.),
- prompt return of any unused alcohol or empty bottles in accordance with the LCBO permit.

IMPORTANT: The following conditions must be met in order to have a successful licensed event:

- This form must be submitted no later than 35 days prior to the event.
- There is a flat rate \$140 fee which compensates the price of the permit and two bartenders.
- Under the circumstance that the event is a collaboration with Lunik Co-op the fee will be waived.
- Any profit made during licensed events must be donated back to Lunik Co-op.
- No liquor will be allowed outside of Lunik Co-op, including the terrace or the manor.
- A representative must meet with the Social Space Coordinator to discuss liability and procedures.
- If a situation occurs where an individual is intoxicated, they may be asked to leave the premises.
- No cover charge will be allowed, a Pay What You Can donation can be encouraged instead.

Under no circumstances may an organization other than Lunik Co-op Inc. be directly involved in the purchase or distribution of alcoholic beverages on the premises or on behalf of Lunik Cooperative.

Lunik therefore reserves the right to approve or deny any event requesting the sale or distribution of alcohol on its premises if the above conditions are not met. This is for the safety of all members of Lunik and the Glendon community as well as the legal responsibility of Lunik Co-op as an incorporated entity.

Event Details

Group Name:

Event Title:

Description of Event

Event Date:

If your event resides in between the hour, please round down to the nearest whole hour. ex. If your event starts at 5:30pm, select 5:00pm.

NOTE: Your Event end time must allow for clean-up time as well.

Event Start Time:

Event End Time:

Expected Number of Attendees:

Charging Pay What You Can Admission

Event Poster (if necessary):

Contact Information

Name of first individual responsible on behalf of Group:

Phone Number

E-mail Address

You may also include the contact information of another individual on behalf of your group in case you are indisposed.

Name of second individual responsible on behalf of Group:

Phone Number

E-mail

Additional Services

CATERING

All food and drink must be exchanged for an item's respective donation price during events. Tea/Coffee and Fruits/Veggies are PAY WHAT YOU CAN and all donations should go towards Lunik Co-op.

In order to offer guests complimentary food/drink you must select any of the following types of catering. For Tea and Coffee, we will invoice your organization \$0.50 per person listed on the expected number of attendees.

Check the following for the type of catering that is required. A detailed order must be completed and all food will be charged at cost. You may check out the following links for more information about company prices and selection:

- [Sweets from the Earth](#)
- [Zara's Kitchen](#)
- [Fresh City Farms](#)
- [ONFC](#)

You may bring your own food into the space or hire an outside catering company as well.

Please detail the order you would like for catering. Include Item Name, Caterer, Number of Items.

Note: Some items may not be available for order from the websites above. Direct any questions to the Social Space Coordinator at lunik.cooperative@gmail.com

IT AND EQUIPMENT

The following equipment is required:

Projector, Screen

Speakers

Microphones

Please check if you have been trained on the use of the equipment and/or have had mentorship training.

If other equipment is needed, please specify:

OTHER

Please detail any other services you think we can help you with.

