



STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY

Lookout Information For Student Groups

2026-2027

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Lookout Rental Information

The Lookout (SA-200) is the event space on the second floor of the SAMU Building. This room has a capacity of 290 people seated with and can function as a multifunctional space for galas, markets, performances, and more.

Event Eligibility

- A minimum of 50 attendees.
- Approved Event Form (meetings are not permitted in space).
 - Lookout Contract must be signed with the deposit paid **prior** to submitting the Event Form.
- The Lookout must be booked at least **4 weeks in advance**.
 - Fall Events: Booking requests open in August.
 - Winter Events: Booking requests open in November.
- The event itself needs to be a minimum of **three** hours long.
 - This does not include set-up and take-down by the group.
- Multi-day events are permitted.
- Recurring bookings are **not** permitted.

Student Group Costs

GST is **NOT** included in any listed prices below. Rates are subjected to change at SAMU's discretion.

Base Rental

Room Rate	Free
Event Deposit	\$50.00
Weekend Rate	Free
Set-up and Takedown Pricing*	Free

Optional Costs

MacEwan AV**	\$40.00/hour
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*MacEwan Facilities must do room and stage set-up and takedown to ensure everything is set up safely and properly. Groups are not allowed to do large item set-ups.

**Groups are not required to use MacEwan AV. Groups will also have access to the audiovisual equipment in the Lookout.

The Booking Process

Timeline	Tasks
Any time	Review the Lookout Information Document to ensure the Lookout is suitable for your event. If you have any questions about booking the Lookout, please contact the Student Groups Coordinator.
At least 20 business days before your event	1. Submit the <u>Lookout and Special Function Space Request</u> form on Student Groups Connect. We will confirm the availability of the requested date. 2. After filling out the form, your group will sign the <u>Lookout Rental Contract</u>. The contract will be sent to your group via JotForm Sign. 3. After signing the contract, the Coordinator will send you the invoice to pay the deposit in-person or through a purchase request. 4. After paying the deposit, you can submit an <u>Event Approval Form</u> on Student Groups Connect. Note: Event Grant timelines apply to Lookout events.
20 business days before your event	You will meet with the SG Coordinator to discuss a layout and to go over AV details. The SG Coordinator will let your group know when your group can set-up on the day of your event.
15 business days before your event	Your group must confirm the layout 15 business days before your event. If your group does not confirm the layout by this time, your event will be cancelled, and you will not be issued a refund of the deposit.
5 business days before your event	The SG Coordinator will check in with your group by email around a week prior to your event. A run-of-show/cue sheet must be attached to your Lookout request at least 5 business days before your event.
Day of your event	A SAMU Staff Member will walk you through the Lookout and will answer any questions your group has. A SAMU Staff Member will be on campus throughout your event and half an hour after it ends. If there are any issues throughout your event, please contact the SAMU Staff Member for assistance. After your event ends, return all keys and other items to the SAMU Staff Member.

After your event	The final invoice will be sent to your group after the event.
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The Lookout Kitchen

The Lookout Kitchen is optional when booking The Lookout. If you want to include the Lookout Kitchen in your booking, review the information below.

Using the Lookout Kitchen

Kitchen Cleaning and Supplies

To help keep the kitchen clean and ready for the next group, student groups are responsible for cleaning the space throughout their booking and before returning the keys. Before your booking, you will receive a cleaning checklist and appliance instructions by email. Printed copies will also be available in the kitchen for easy reference. The cleaning checklist must be completed before you leave.

The kitchen includes basic cleaning equipment, including a sink, dishwasher, and cleaning supplies to help with cleanup. Student groups are **NOT** permitted to operate the dishwasher on their own. Groups must ask for assistance from SAMU staff if they require the use of the dishwasher.

Please note that the kitchen does not include food preparation or serving supplies, such as mixing bowls, utensils, cutting boards, serving trays, or dishes. Groups must bring their own supplies or arrange for them through an external catering company.

Cleaning Fee

If the kitchen is not cleaned according to the cleaning checklist, your group may be charged a **\$50 cleaning fee**.

Additional Considerations

Booking and Approval

Approval

As The Lookout is a venue of the Students' Association of MacEwan University (SAMU), SAMU retains the right to approve and decline bookings at their discretion. First-booking privileges on select dates are reserved for SAMU programming and engagement.

Contract

Groups must sign the Rental Contract **before** paying the deposit. The contract details what is happening at your event, what type of set-up you need, and other policies associated with the space your group needs to be aware of.

Event Deposit

Groups must pay a deposit of **\$50.00 + 5% GST** and sign the rental contract **prior** to submitting an Event Form on Student Groups Connect. The deposit confirms the hold on The Lookout for your requested date. The deposit will be used towards the final event invoice.

The deposit can be paid via cash, debit, cheque, Mastercard or Visa to SAMU Front Desk or online by filling out a purchase request on Student Groups Connect. The deposit must be paid within five business days of receiving instructions to pay.

A refund will **only** be given if your group has met all the obligations regarding booking the Lookout and SAMU cancels the event for reasons other than non-compliance.

Event Form

Groups **must** have the Lookout booked with the deposit paid **prior** to submitting the Event Form. If an Event Form is submitted **without** a paid deposit, the Form will not be processed until the Lookout is booked with a paid deposit.

Event Changes

Event Revisions

After the contract has been signed, all changes must be communicated to the Student Groups Coordinator as soon as possible.

Student Groups are permitted one minor revision to their event plan within **48 hours** of the event. Major revisions are subject to mutual agreement and will be at the sole expense of the student group. Day-of-event changes will be evaluated on a case-by-case basis.

Minor revisions may include additional chairs, tables (less than three), pipe and drapes, and 30-minute modification to schedule/rental revision. Major revisions may include additional tables (four or more), stage, and significant change to agreement.

Event Schedule

Event Date

Student Group events scheduled in the Lookout are reserved only for the specific day(s) of the event. Student Groups do **not** get additional days before or after the event for set-up and takedown.

Event Duration

Student Groups agree to the defined duration of their event and may be allotted a 30-minute grace period/extension of curfew free of charge. Delay or extension of the rental agreement/event duration will be billed to the Student Group at the rate of \$100 per hour for every hour after 30 minutes.

Event Hours

Events are to take place between 7am - 10pm from Monday - Friday and between 8:30am - 7pm on Saturday/Sunday. Bookings are not available during statutory holidays.

Venue Access

Event Keys

Groups will receive two Event Keys for your event. Further information about the keys will be given during the walkthrough of the Lookout. Groups will need to return the keys to the SAMU Staff Member after your event. In the event of a lost key, a \$150 fee will be assessed.

Doors

Groups are **required** to have all the Lookout doors unlocked for the event. Doors do not need to be propped open; they must be unlocked. Doors will need to be locked after the event ends.

Loading Dock

If your group needs access to the SAMU Loading Dock, please notify the Student Groups Coordinator through the Request Form **at least five** business days prior to your event date.

Groups are **not** allowed to use the Loading Dock unattended. If your group requires access to the loading dock, please speak to a SAMU employee.

Venue Setup

Decorations

Groups are permitted to decorate the space. Groups are **not** permitted to drill or create holes in the wall. Wall decorations must be hung using **painter's tape**. Wall decorations must be removed after the event. If groups require usage of painter's tape from the Student Groups Department, a \$5 fee will be assessed.

Fire Exits

All fire exits **must** always remain clear and accessible during your event. No decorations, equipment, or event materials can obstruct exits.

Storage and Deliveries

All rental deliveries and pick-ups must be confirmed with the Student Groups Coordinator.

Any items or rentals must be brought on-site on the day of the event and must be removed after the event has concluded. Any group with items left on site the following day without an agreement from the Student Groups Coordinator will be charged an additional fee at SAMU's discretion.

Audio Visual

MacEwan AV

When having an event in the Lookout, groups are **not** required to use MacEwan AV services. Groups will be able to access audiovisual equipment in the Lookout.

MacEwan AV services has an hourly rate of **\$40.00 (+ GST)** for each hour the group's event goes on, as well as set-up and takedown time. Groups are recommended to budget for an hour and a half for set-up and takedown.

Invoices for MacEwan AV services will be forwarded to the group after the event.

Food and Beverage

Catering Services

Groups may have professionally licensed catering companies, including, but not limited to Aramark, brought into The Lookout. If an external catering company is used for an event, please inform Student Groups Coordinator to ensure all organization of arrival, set-up, and departure can be communicated accordingly. All external catering must be loaded in and out via the SAMU Building.

Bar Service

Groups are **required** to use Aramark to serve liquor during their event in The Lookout. However, The Lookout is not a licensed venue, and Aramark will need to extend their liquor license for the event. Proof of the liquor license being extended must be attached to the Event form.

If your group is having alcohol at your event, your group will need to attach the following to the Event form.

- A contract with Aramark.
- A copy of the liquor license.

Groups are **not** permitted to obtain their own liquor license. Failure to comply will result in your group **not** having alcohol at the event.

Groups can contact Aramark by emailing cateringmanager@macewan.ca. Aramark requires you to contact them **at least three weeks before your event**, as it takes time for the liquor license to be extended.

All events that have bar service cannot have minors attend their event. All event marketing and information should clarify this information and ensure IDs are being checked upon entry into the event.

Safety and Security

Waivers

SAMU will assess each event to determine if there is a need for attendees to sign waivers. If an event is deemed necessary for waivers to be signed, your group will be notified.

MacEwan Security

MacEwan Security will be notified of your group's event. Your group is not required to pay for Security Services unless you wish to have someone on site throughout the duration of your event, or SAMU or Security Services deems it necessary.

If an event is deemed necessary for Security Services, groups will need to contract an approved and insured external security company.

Responsibilities

Cleaning

The space must be returned to its original cleanliness after the event. If the space requires additional cleaning, a **\$100 fee** will be assessed.

Damage of Property

If any damage is found after an event in the Lookout, the group will be held liable to pay for the repairs necessary to restore the space to its previous condition. Groups are also liable for lost/stolen items.

Space Restrictions

Any group using the Lookout must adhere to all rules and regulations. This aligns with MacEwan, SAMU, Alberta Gaming, Liquor and Cannabis and Alberta Health Services policies and procedures. In addition, no animals are permitted into the event space for any event.

Cancellation and Payment

Cancellation Policies

If a group cancels their booking in the Lookout, their deposit will be forfeited to SAMU.

Invoice

A final invoice for the rental of the Lookout will be sent to your group within ten business days after your event. The final amount on the invoice is due at **4:00pm within 10 business days** of receiving the invoice.

Event Checklist

Before the event

- ☐ Check your group's email account at least once a day
- ☐ Did you sign the rental contract?
- ☐ Is your room layout confirmed?
- ☐ Do you need to submit an Advertising Request?
- ☐ What is your group doing for food/catering?
- ☐ If there is alcohol at your event, did Aramark extend their liquor license to the SAMU Building (10850 104 Ave)?
- ☐ Do you need access to the loading dock at the back of the SAMU Building?
- ☐ What kind of speaker and sound setup does your event need?
- ☐ Are you having any presentations?
- ☐ Do you have speakers coming to your event?
- ☐ Do you need any waivers?
- ☐ Have you coordinated when everything is happening and when things are coming in?
- ☐ Did you send your run-of-show/cue sheet to the SG Coordinator?

Event day

- ☐ What time are you arriving to set-up?
- ☐ Did you pick up the keys for the Lookout?
- ☐ Do you have guests coming to your event?
- ☐ Did you get your food and refreshments?
- ☐ Did you unlock all the Lookout doors for your event?
 - All doors **must** be unlocked but do not have to be propped open.
- ☐ Are there any fire or tripping hazards in the Lookout?
- ☐ Did you tape down any applicable wires?

After the event

☐ Did you clean up?

- All garbage needs to be in the garbage bins.
- Cardboard boxes must be broken down and piled near the garbage bins.
- Nothing is on the tables.
 - Tablecloths need to be returned to the Student Groups Front Desk.
- Tables are wiped down, no spills or stains.
- Nothing is on the floor.
- No decorations or tape can remain on the wall.
- The Kitchen is cleaned.

Groups are **not** allowed to leave until The Lookout is clean. The space **must** be in the same condition you received it in.

☐ Did you lock up?

☐ Did you return the keys?