



Booking in the University Centre

Internal Events

Booking Events in the University Centre

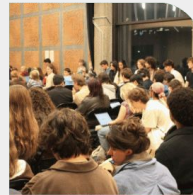
Our Spaces

The University Centre, located at the heart of McGill University's campus, serves as a vibrant hub for student activities, events, and services. As the home of the Students' Society of McGill University (SSMU), we offer multiple event spaces, a range of services, and various amenities to support student life and engagement.

To browse our available event spaces, please visit the [View Our Spaces](#) page on the SSMU website.

How to Make a Request

Use [VEMS](#) for small events (e.g., meetings, minimal amenities, smaller spaces). For the [Ballroom](#) or [multiple event spaces](#), submit the appropriate request forms or contact the Events Specialist via [email](#).



Operating Hours & Discounts

Monday & Tuesday

8:30am-9:30pm

Wednesday-Friday

8:30am-10:30pm

Weekends, Holidays, Reading Weeks

Closed - special requests*

*Weekend and Holiday bookings are subject to building and staff resources, and incur additional fees for security and cleaning.

SSMU-Affiliated Groups receive subsidized hours:

Interim Status Clubs

3 hours/week
+
2 hours/week
of tabling.

Full Status Clubs

5 hours/week
+
4 hours/week
of tabling.

Services

6 hours/week
+
4 hours/week
of tabling.

ISGs

2 hours/week
+
1 hour/week
of tabling.

- After exceeding these hours, room rates apply at a **50% discount**.
- Additional add-ons and amenities incur extra fees with no discount.

Booking & Request Guidelines

- Requests are triaged **based on urgency** and requested event date.
- Requests must be submitted at least **(10) business days in advance**, depending on event complexity.
- For complex events requiring labour or bar service, submit requests a minimum of **(14) business days in advance**.
- Last-minute requests *may* be accommodated for small meetings and equipment rentals. Please contact us directly by email.
internalevents@ssmu.ca
- Requests submitted after **5:00 PM** will be reviewed on the **next business day**.
- **SSMU groups cannot book spaces for non-SSMU organizations.** Collaborations are allowed, but events must be booked under the SSMU-Affiliated group, with their members present as organizers and facilitators.



Amenities, Services & Inventory

Amenities

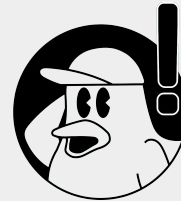
- Venues – Event spaces in the University Centre
- Equipment – AV, microphones, projectors, etc.
- Furniture – Tables, chairs, staging, lecterns, etc.
- Food Equipment - Warmers, coolers, etc.
- Outdoor Equipment - Tents, speakers, BBQs, etc.

Services

- Security
- Building Concierge (Porters):
 - Setup & logistical support
- Bar Service
- Coat Check Service
- Cleaning Service
- A/V Training
- Space Tours

Add-ons / Additional Fees

- Cleaning, maintenance, or damage fees
- Porter setup / take-down assistance
- No-show or cancellation fees
- Overnight storage
- Early access to spaces
- Deliveries management



Important Notes:

- Some amenities require advanced notice (e.g., Large set-ups, porter services).
- Certain services have capacity limits (e.g., security staff, bar service).
- Availability of furniture or equipment depends on inventory.

Events Booking Platform (VEMS)

EMS (Event Management System) is SSMU's primary event management platform.

VEMS (Virtual Event Management System) provides SSMU-affiliated groups with browser-based access to submit and manage room booking requests.

→ [VEMS Dashboard](#)



VEMS is best for:

- Quick, small, and straightforward requests (eg. Meetings)
- Checking room availability
- Submitting basic room booking requests
- Providing simple setup and AV requirements
- Tracking request status

 **Important:** All VEMS requests remain pending until reviewed and approved by the Events Team. Submitting a VEMS request does NOT mean that your event or booking is approved.

Events Booking Platform (VEMS)

For larger or more complex events:

- Events involving multiple rooms, extensive logistics, AV, security, alcohol, catering, or other coordination..
- should be submitted through the appropriate event request forms or..
- discussed directly with the Events Specialist rather than relying solely on VEMS.

The following spaces and equipment cannot be booked through VEMS. Please use the appropriate booking request form:

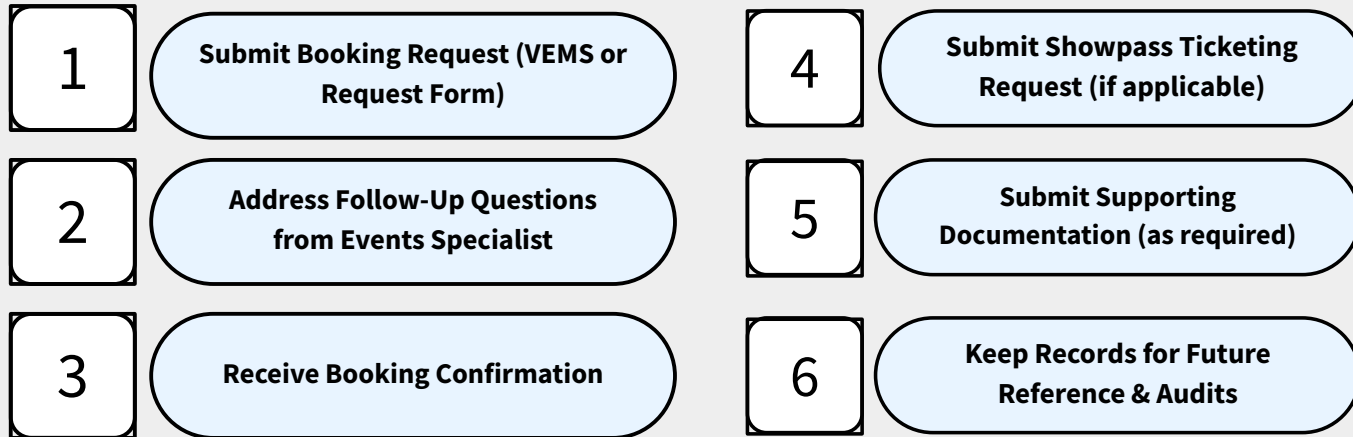
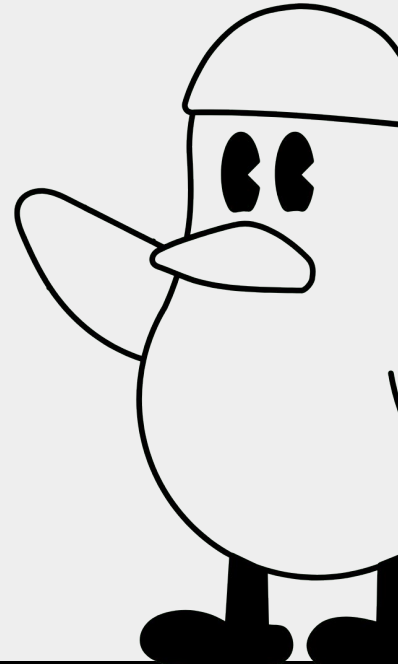
- [Ballroom Booking Form](#)
- [University Centre Booking Form](#)
- [Gerts Bar Booking Form](#)
- [Outdoor Equipment Rental Request Form](#)
- [Food Equipment Rental Request Form](#)



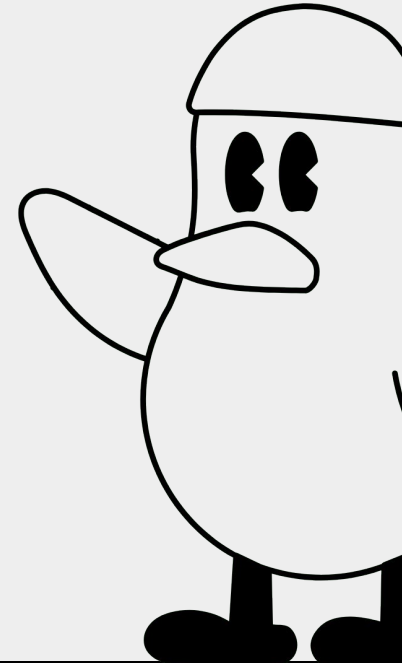
Need VEMS access?

Contact the [Events Specialist](#) to request access.

Venue Booking & Approval Process - No Fees



Venue Booking & Approval Process - Fees



Outdoor/Food Equipment Rentals & Approval Process

1

**Submit Rental Request
(Request Form)**

2

**Address Follow-Up Questions
from Events Specialist**

3

**Receive and Review
Rental Agreement**

4

**Sign and Return Rental
Agreement**

5

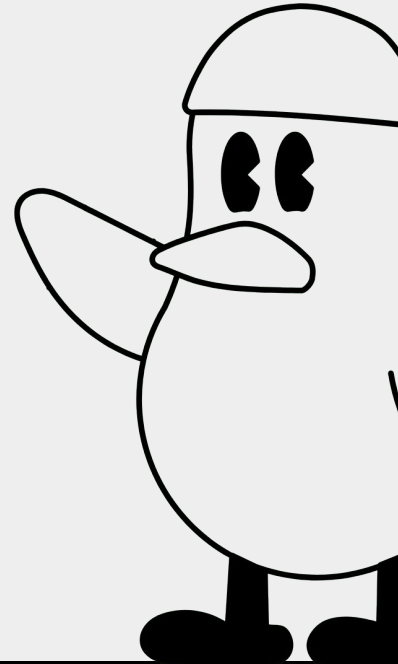
**Follow Contract Pickup &
Drop-Off Instructions**

6

**Receive & Pay Your Invoice from
SSMU Accounting (post-event)**

7

**Keep Records for Future
Reference & Audits**





Declaring Events & Activities

External Events

Declaring External Events

Planning an event or activity outside the University Centre?

You must declare it to SSMU!

All events taking place off-campus, at another campus location, or online must be submitted through the [Declaration of Events & Activities Form](#) at least **(20) business days before the event.**

Complex events may require additional processing time. Events involving multiple external parties, contracts, alcohol, food, guest speakers, sponsorships, service providers, or other supporting documentation should be submitted as early as possible to allow sufficient time for review and coordination.



Declaring External Events

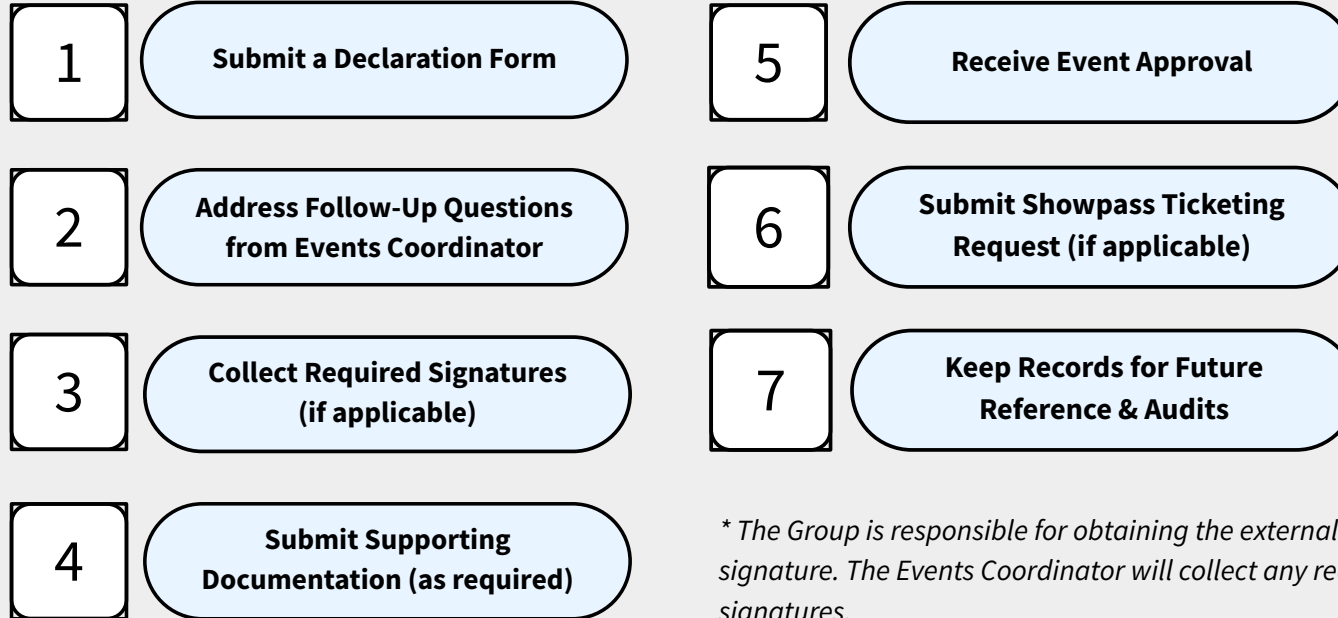
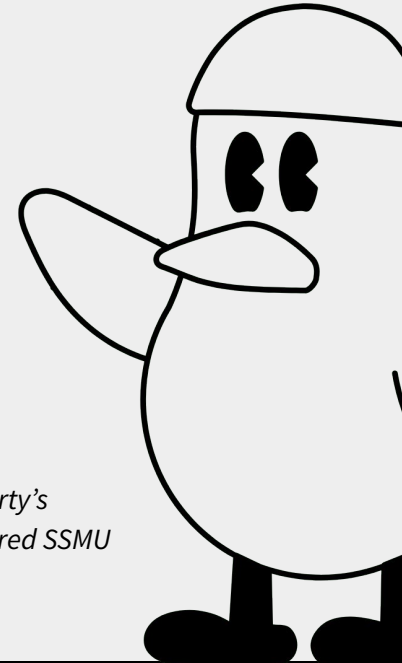
Why Do We Require This?

The declaration process helps SSMU:

- Confirm appropriate insurance and liability coverage
- Identify and address potential risks
- Determine security, safety, accessibility, or operational requirements
- Ensure compliance with SSMU and McGill policies and procedures
- Confirm that required contracts, permits, and approvals are in place
- Maintain appropriate records of SSMU-affiliated activities



Event Declaration & Approval Process



Contracts & Signing Agreements

Contracts & Agreements

SSMU Clubs, Services, and Athletic Teams do not have signing authority on behalf of SSMU.

⚠ Do not sign contracts or agreements on behalf of SSMU.

Only the following SSMU Signing Officers can sign contracts on behalf of SSMU:

- SSMU General Manager
- SSMU VP Finance
- SSMU VP Clubs & Services



When Can Group Executives Sign?

Club, Service and Athletic Team executives may sign in limited circumstances, including:

- As the client for an equipment or room booking within the University Centre
- As a signing party to a Memorandum of Agreement (MoA)
- To acknowledge a venue's terms and conditions

Important: An agreement or contract is not considered approved or valid on behalf of SSMU without the required SSMU Signing Officer signature(s).

Alcohol at Events Hosted Off-Campus

According to the SSMU

Food & Alcohol Protocol and Events Protocol

- Prior SSMU approval is required for events involving alcohol .
 - a. Indicate in your Event Declaration Form that alcohol will be served at your event.
- Alcohol may only be served where the venue has the appropriate liquor licence/permit.
- Alcohol may only be served to individuals who are 18 years of age or older.
- Outside alcohol is not permitted in licensed venues.
- Group funds must not be used to purchase alcohol from outside retailers, including the SAQ, dépanneurs, grocery stores, or other retail establishments.
 - a. Bars, restaurants and licensed event venues are permitted!

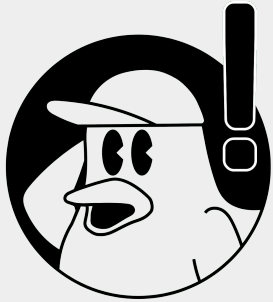
Alcohol at Events Hosted Off-Campus

According to the SSMU

Food & Alcohol Protocol and Events Protocol

- Alcohol must be provided and served by the licensed venue and its authorized staff.
- Temporary/reunion liquor permits cannot be obtained under SSMU's name for student-group events.
- Non-alcoholic beverages must be available, including free water; at least 30% of alcohol spending must be allocated to non-alcoholic beverages (*water excluded*).
- For events with more than 100 attendees, appropriate support services such as MSERT, Walksafe, or Drivesafe must be requested.
- Additional security, safety, food, and harm-reduction requirements may apply depending on the event.

Alcohol at Events Hosted Off-Campus



When planning an alcohol event, contact the Events Coordinator early to confirm the applicable requirements.

Booking on Campus (Indoors)

Indoor Bookings [Special Events - McGill Housing & Conference Services]

- Student Groups must have an approved [Declaration of Events & Activities Form](#) before proceeding with a booking request
- Booking requests must be submitted at least twenty **(20) business days** before the event to allow sufficient time for space allocation, resource coordination, and the resolution of any issues or requirements that may arise
 - (e.g., implementing advance registration or coordinating additional event services).
- More lead time may be required for complex events or when space availability is limited.
- McGill Guidelines: [Booking requirements](#)
 - [Booking Request Form](#)
- Modifications must be submitted to permits.residences@mcgill.ca at least ten (10) business days before the event.
- Notice of cancellation must be given at least ten (10) business days before the event to avoid fees/penalties.
- Fees may apply for events held outside of designated quiet hours or when additional services, equipment, or amenities are required.

Booking on Campus (Outdoors)

Outdoor Campus Events/Equipment Rentals [Campus Public Safety]

- For all Outdoor Campus Events, an Application Form must be completed and submitted to the Campus & Space Planning Office at least ten (10) business days before the event.
 - Once approved, these requests must accompany a [Declaration of Events & Activities Form](#) (to be approved by the SSMU Events Department).
- Cancellations must be received 48 hours (2 days) prior to the event to avoid charges being applied.
- For assistance contact: teresa.standing@mcgill.ca OR special.events@mcgill.ca to request more information.

Booking Request Form:

mcgill-public-form.icosolutions.com/publicforms/1

Equipment Catalogue:

mcgill.ca/facilities/files/facilities/catalogue_se_mcgill.pdf

The items are available on a first come first serve basis.

- Fees may apply for events held outside of designated quiet hours or when additional services, equipment, or amenities are required.
- Additional McGill approvals or requirements may apply. These may include requirements from FPO, FCC, or other relevant McGill units and will be coordinated directly between the appropriate McGill booking unit and the student group.

Other Booking Locations

Academic Events

For academic events held in a faculty or department's own facilities, contact the appropriate Timetable Coordinator.



Lobby Spaces & Tables

For requests involving lobby spaces or tables, contact the appropriate [Building Director](#).

- [AUS Lobby](#)
- [EUS](#)
- [Library](#)



These venues should be booked directly with the individual units/faculties:

- [Thomson House](#)
- [Faculty Club](#)
- [Pollack Concert Hall](#)
- [Moyse Hall](#) [currently not available]
- [Athletics](#)

Booking on Campus (Alcohol)

According to the SSMU

Food & Alcohol Protocol

- SMU Clubs, Services and Athletic Teams are **not** permitted to hold alcohol events on campus using SSMU's liquor permit or applying for a permit under SSMU's name.
- Where alcohol is permitted, the hosting venue must provide the alcohol and hold the applicable liquor permit.
- SSMU does not extend its permit or permit applications for a reunion permit under its name due to liability considerations.

Booking on Campus (Alcohol)

- All alcohol must be served by authorized venue staff.
- Student groups may not serve or distribute alcohol themselves.
- Alcohol must be provided by the venue in accordance with its liquor licence.

According to the SSMU

Food & Alcohol Protocol

Campus Locations with Permanent Liquor Licences:

- University Centre (Ballroom and Gerts Bar)
- Thomson House
- McGill Faculty Club and Conference Centre



**Check with the Space Coordinator to confirm whether the venue has a valid liquor permit/licence before booking.*

Client ID

McGill Client ID

A Client ID is a unique 9-digit number issued by McGill Finance Accounts Receivable and used to identify an organization or third party being billed by McGill.

For SSMU Student Groups:

- SSMU student groups do not have their own Client ID.
- A Client ID may be required when McGill charges for event-related expenses, venue charges, or other university services need to be billed through SSMU.
- The Client ID is confidential.

If your McGill booking requires a Client ID:

1. Loop in the External Events Coordinator into the email chain with the McGill Body.
2. The Group must confirm and accept responsibility for the applicable charges before the Client ID is provided.
3. The Events Coordinator will coordinate with SSMU to facilitate the Client ID and payment process on the Group's behalf.
4. SSMU will be billed by McGill and will subsequently bill the Group internally for the applicable charges.



Do not request or provide a Client ID independently. All Client ID requests must be coordinated through the SSMU Events Department.



Supporting Documentation

Insurance

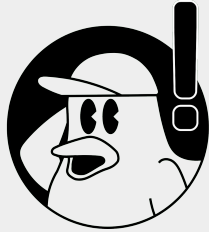
- SSMU provides basic insurance coverage for eligible events and activities organized by SSMU Clubs, Services, and Athletic Groups.
- Coverage generally applies to standard events at the University Centre, on campus, and at approved external venues.
- Additional insurance may be required for higher-risk activities, including alcohol, sports, animals, travel outside Montréal, or other activities with increased liability.
- If you need additional insurance or a Certificate of Insurance (COI), submit your request to the External Events Coordinator. Requests may take up to (30) business days and may involve additional fees.
- If your activity falls outside SSMU's existing coverage, the Events Coordinator will consult SSMU's insurance broker to determine the appropriate requirements. You may be required to obtain specialized insurance at your group's expense.
- For activities with increased liability, you may be required to have participants sign a waiver. The Events Coordinator will provide the applicable waiver and coordinate the collection and storage of completed waivers with your event documentation.

MoAs

- MoAs are formal agreements used to outline partnerships between SSMU and external or internal groups for events or collaborations.
- They define roles, responsibilities, expectations, and deliverables for all parties involved.
- MoAs help ensure clarity, accountability, and alignment with SSMU policies and operational standards.
- They are required for certain partnerships, especially when resources, funding, or shared responsibilities are involved.
- Use the [SSMU MoA template](#) when applicable.
- The agreement must be signed by all collaborating parties, as well as the SSMU VP Finance, SSMU General Manager, and, where applicable, SSMU VP Clubs & Services
- Submit the MoA to the [Events Coordinator](#) for processing before the collaboration proceeds.

Food Permits

When Is A Food Permit Required?



A MAPAQ food permit is generally required when food is prepared, handled, served, or sold at an event.

Food Permits

No permit required for:

- Pre-packaged, shelf-stable products sold in their original packaging, such as:
 - Chocolate bars
 - Bags of chips
 - Boxes of coffee
 - Pre-packaged herbal tea
- Commercially packaged and shelf-stable food/beverages at room

A permit is required for:

- Food that is prepared, handled, or served at your event.
- Foods requiring temperature control (need to be kept hot or cold): Dairy, meat, fish. Etc.
- External/licensed food vendors:
 - a. Any vendor selling or serving food at your event must have the appropriate valid food permit for the event/location.

Food Permits Application

Where Is Your Event?

University Centre — 3840 Rue McTavish

If your food activity takes place at 3840 McTavish:

- Apply for the permit
- An additional non-profit permit can be issued for activities at this location at no additional cost
- You must still submit an application and provide a copy to the Events Coordinator.

Different location?

- A separate food permit is required for the new location outside of the University Centre

Questions or need the application form?

MAPAQ: smsaia@mapaq.gouv.qc.ca

Not sure if your activity requires a permit?

Contact MAPAQ before your event. The requirement depends on the type of food activity and the circumstances of the event.

Food Safety Guidelines

Hygiene

- Wash hands regularly and follow proper food-handling practices.
- Use gloves when appropriate.
- Anyone experiencing vomiting, diarrhea, fever, jaundice, or a sore throat with fever must not handle food.

Temperature Control

- Keep cold foods cold and hot foods hot throughout the event.
- Use appropriate equipment: coolers, refrigerated displays, chafing dishes, hot-holding units, etc.
- Rentals available at the University Centre

Prevent Contamination

- Use appropriate serving utensils.
- Keep food protected from contamination.
- Keep your serving area clean.

Allergens

- Clearly identify allergens.
- Keep an ingredient list available for all food being served.

Sales & Records

- Keep a record of food sales for auditing purposes.
- Assign someone to track sales during the event.

Sponsorship

- You may seek external sponsorships to support your group's activities and events, including monetary or in-kind sponsorships.
- Before confirming or accepting any sponsorship, you must submit a [Sponsorship Declaration Form](#).
- A sponsorship is an exchange where a sponsor provides funding, goods, services, or expertise in return for promotional opportunities or visibility. This can apply to event-based or non-event-based initiatives.
- All sponsorships must be declared for SSMU approval, compliance, record-keeping, and agreement processing.
- You cannot authorize a sponsor to use the SSMU or McGill name, logo, or branding without prior authorization.
- Do not collect sponsorship funds directly from sponsors. Financial sponsorships will be invoiced and processed through SSMU to ensure proper tracking and accountability.
- Club, Service, and Athletic Teams Executives do not have signing authority to enter into sponsorship agreements on behalf of SSMU.



Need Support?

Contact the
[Sponsorship Specialist](#)

Sponsorship Process

1

Event Organizer completes
Sponsorship declaration form

2

Sponsorship Specialist reviews
submission

3

Sponsorship Specialist creates
Sponsorship Contract

4

Collect Signature from Sponsor
and return the contract to
Sponsorship Specialist

5

Receive agreement returned
from Sponsorship Specialist
with SSMU Signatures

6

Monetary
Invoice will be sent to Sponsor by
SSMU Accounting Department

7

Money will be automatically
deposited into the club bank
account by SSMU.

8

In-kind
Student Group Responsible for
Collection of Goods



Guest Speakers

- Event Organizers may invite guest speakers or high-profile figures from outside the McGill community to enhance their events and contribute to the community's intellectual and cultural experience. To facilitate this, organizers must complete the [Guest Speaker & High Profile Figure Declaration Form](#) a minimum of ten (10) business days prior to the event for approval.
- All guest speakers and high-profile figures must be declared using this form and will be reviewed by the Events Coordinator. The Building Director and McGill Security will be consulted prior to approval.
- If security or other event management personnel are deemed necessary, the student group is responsible for any fees associated with the event.
- If the guest requires compensation, and is unable to invoice through a business entity, please submit an [Independent Contractor Agreement Request Form](#) so an agreement can be made before payment is initiated. SSMU Services can submit an honorarium for amounts under \$500.00 (CAD).



Need Support?

Contact the

[Events Coordinator](#)

Guest Speaker Declaration Process

1

Event Organizer completes Guest Speaker declaration form

2

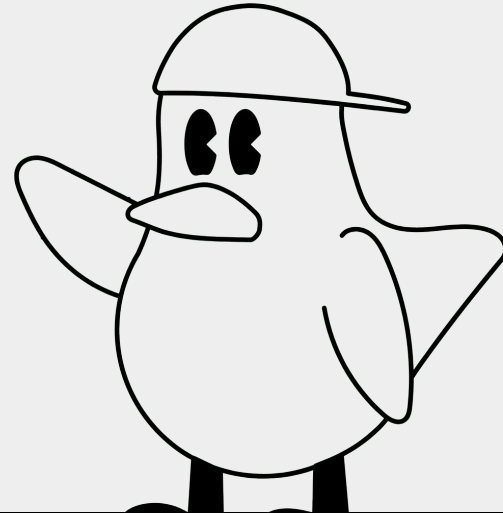
Events Coordinator reviews guest speaker and contents of declaration

3

Events Coordinator may consult Building Director, security may be required.

4

Events Coordinator provides approval or denial to Event Organizer and notifies if security is required.



Independent Contractor Agreements

Independent Contractor Agreements:

- An Independent Contractor Agreement (ICA) is used when an individual is hired to provide services (e.g., DJ, photographer, instructor, coach, etc.) and is not an employee.
- SSMU has two ICA versions:
 - Short-Term ICA — for one-time services.
 - Long-Term ICA — for ongoing or extended service arrangements.
- ICAs must be submitted at least (10) business days before the event for processing.
- An ICA is not required when the contractor is a registered business that provides a detailed invoice with applicable taxes (e.g., an NEQ).
- The request must include details about the group, service provider, associated event or activity, scope of work, and payment structure.
- Supporting documents, such as a void cheque and invoice (if available), should also be provided to the group before payment is made.

Independent Contractor Agreement Process



Contacts

Bailey Hughes - Student Life Operations
Director (Urgent Matters/Inquiries)

bhughes@ssmu.ca |
studentlifeoperations@ssmu.ca

Taylor Berube - Internal Events Planning
Support

internalevents@ssmu.ca

Connor Bye - External Event Planning
Support

externalevents@ssmu.ca

Georgina Faber
Sponsorship Specialist

sponsorship@ssmu.ca

Wallace Sealy - Safety, security, deliveries, and
access Control

wsealy@ssmu.ca

University Centre Building Team - 514-617-0081 /
0082

Karen - Clubs & Services Finance Coordinator
studentgroupfinance@ssmu.ca

Accessible and Safe Events

Planning, running and responding at McGill
student events in Montréal

2026-2027



Association étudiante
de l'Université McGill
Students' Society of McGill
University

Created by Ayah Al-Obaidi
Estimated time: 15 minutes

PLAN FOR ACCESS

About 6 min: venue, information, content, food and space

RUN A SAFE EVENT

About 6 min: approvals, alcohol, harm reduction, first aid, getting home

RESPOND WITH CARE

About 5 min: consent culture, disclosures, emergencies

WRAP-UP

About 2 min: timeline checklist and who to ask

Agenda

Access and safety come with the job

6

areas covered by SSMU's Accessibility Policy: communication, events, physical access, student groups, advocacy and governance

P-22.1

Quebec's law on sexual violence in higher education. It covers student association reps and social or welcoming activities

Each term

SSMU groups send executives to workshops and follow SSMU and McGill policies to keep their status

Ask three questions before you book

1

Who might want to come?

Disabled, neurodivergent and chronically ill students, caregivers, and people new to McGill or Montréal.

2

What could stop them?

Stairs, noise, crowds, small print, unclear plans, cost, language, late-night travel.

3

What will we say up front?

Publish the details and a contact, so people can ask for what they need before the day.

Disabilities can be visible or invisible, permanent or temporary. Plan for all of them.

Check the venue, not just the room

Entrance and route

Step-free entrance with a door button, and a signed route to the room

Elevators, washrooms

Working elevator to your floor; accessible washroom nearby, ideally gender-neutral

Room layout

Wide aisles, seating choices, and clear space for wheelchairs and mobility aids

Sound and light

A mic for every speaker, controlled noise, and no flashing lights

Getting there

Accessible transit close by, a drop-off point, and accessible parking if driving

Evacuation

Ask how people who cannot use stairs get out, and say so at the start

Share access details in advance

What to include

- Entrances, doors and elevators
- Washrooms, seating and coat check
- Transit and parking
- Noise, crowds, lights, and whether food or alcohol will be there
- Who to contact, and by what date

SAMPLE ACCESS STATEMENT

Accessibility: The main entrance on [street] is step-free, and an elevator reaches [room]. Washrooms on [floor] are wheelchair accessible [and gender-neutral]. There will be microphones and a quiet space. Need something else, like an interpreter or a printed copy of the slides? Write to [name, email] by [date].

Make the content easy to follow

Slides and speaking

Large, high-contrast text.
Share slides ahead.
Describe visuals aloud.
Use a mic every time.

Captions and interpreters

Turn on live captions online. Book LSQ or ASL interpreters as soon as someone asks, since they book up.

Language

Promote in English and French when you can.
Use plain wording. Many attendees are multilingual.

Hosting online? Use McGill's [Digital Accessibility Guide](#) as a checklist.

Food, space and the social side

Food

Ask about allergies and dietary needs (for example vegan or gluten-free). Label ingredients. See [SSMU's food rules](#).

Drinks

Offer good non-alcoholic options and free water. The event should work for people who do not drink and should be safe for those who do.

Quiet space

Set aside a calmer room or corner with seats, for sensory breaks or time out. Say where it is.

Cost and timing

Offer free or low-cost entry, and publish the end time so people can plan their trip home.

Know the approvals and lead times

What you need	Who approves	Lead time
Alcohol, McGill campus room	McGill Event Bookings	45+ days ahead
Alcohol, SSMU University Centre (UC)	SSMU; Gerts Bar staff serve	14 business days
Quebec liquor permit (RACJ)	Régie des alcools	15+ days (30 best)
Events outside the UC	SSMU declaration form	Ask early; confirm

Rules change. Confirm current lead times with SSMU or [McGill Event Bookings](#) before you promote an event. Athletics-run sport clubs follow their own rules, including no alcohol at official club events.

Serve, sell and include

The rules

- Guests must be 18+ where alcohol is served ([SSMU](#)).
- In the University Centre, Gerts Bar staff serve. **Clubs do not pour.**
- Selling drinks or charging entry needs a permit to sell. Buy only from approved suppliers like the SAQ. See the [RACJ](#).
- Post your permit where people can see it.

Good practice

- Never make drinking the point of the event.
- Offer water, food and real non-alcoholic drinks.
- Set a last-call time. drinking games should include a non-alcoholic alternative, no pressure.
- Assign a sober team member to watch for people who need help.

Plan for harm reduction

Basics

Free water, food and somewhere to sit, easy to find and clearly signed.

First aid and naloxone

Keep naloxone in the event first aid kit, with a trained first aider who knows how to use the whole kit.

Trained first aiders

At least one first aider on site, trained in CPR and AED use. The [McGill EHS](#) course is 16 hours.

External support options or large events

[GRIP Montréal](#): drug checking at events and training for students. [Red Frogs](#): peer support and snacks. [Cactus Montréal](#): free, anonymous drug checking.

How many first aiders?

Attendees at one time	First aiders
50 or fewer	1
51 to 150	2
151 to 250	3
Each extra 100	+1
Alcohol, late night or outdoors	Add 1 more

Confirm your plan with SSMU or McGill Campus Public Safety. They may ask for more or less.

First aiders should be

Certified, easy to spot, not drinking, and aware of where the kit, naloxone and AED are.

Consider MSERT

Where the numbers come from

Modelled on Quebec's workplace first aider rule. It does not legally apply to attendees, so treat it as a planning floor.

Plan the trip home

WalkSafe

[Student-run safe walks](#)
after dark. Call
514-398-2498. Patrol
teams wear red jackets.

DriveSafe

Free, safe rides home for
students leaving
late-night events. Ask
SSMU how to book it:
[SSMU support services](#).

McGill Security

When WalkSafe is not
available, [McGill Security](#)
can help: 514-398-3000.

Put these numbers on your poster and event page, and end with time to spare for transit.

Build a culture of consent

Before the event

- Name two or more organizers people can approach, and make them easy to spot.
- Brief your team on what to do if something happens.
- Remember McGill's It Takes All of Us training. [OSVRSE runs workshops](#) for groups.

If you see something

- Distract: start a conversation or change the scene.
- Get help: ask a friend, organizer or security to join you.
- Check in later: ask the person if they are okay.
- Step in directly, only if it feels safe.

If someone tells you something

Do

- Thank them for telling you.
- Listen, and let them decide what happens next.
- Share options like [OSVRSE](#) without pushing.
- Look after yourself too. This can be hard.

Avoid

- Questioning whether they said no.
- Minimizing it, for example by saying it is in the past.
- Promising they are safe now.
- Pushing them to report or pressing for details.

You do not have to investigate. [OSVRSE](#): osvrse@mcgill.ca, 514-398-3954. McGill has no time limit for reporting.

In an emergency

911

Ambulance, fire or police.
Call first.

514-398-3000

[McGill Security](#), downtown.
Call after 911 so they can
direct responders.

514-398-7777

[McGill Security](#), Macdonald
Campus.

WalkSafe

514-398-2498. Safe walks
after dark.

OSVRSE

514-398-3954. Sexual
violence support.

SSMU Wellness

Event access questions:
wellness@ssmu.ca.

Your event timeline

6 to 8 weeks

- Pick an accessible venue
- Book via [SSMU](#) or [McGill](#)
- Book interpreters
- Consider dietary needs

2 to 4 weeks

- Publish access details
- Promote in English and French
- Train volunteers

1 week

- Check elevators and routes
- Brief the team
- Line up [WalkSafe](#), [DriveSafe](#)

Day of and after

- Walk the route
- Water, food, quiet space
- Check in on attendees
- Ask for feedback on access

Who to ask and where to look

Access

- [SSMU Wellness and Access Commissioner](#), Ayah Al-Obaidi: advice for clubs. wellness@ssmu.ca
- [McGill Accessibility](#): guides and resources
- [Kéroul](#): accessibility ratings for Québec venues
- [Student Accessibility & Achievement](#): is for EXAM ACCOMMODATIONS ONLY

Safety and support

- SSMU events team: internalevents@ssmu.ca
- [McGill Event Bookings](#) for campus rooms and alcohol permits
- [OSVRSE](#): osvrse@mcgill.ca, 514-398-3954
- [GRIP Montréal](#): drug checking and training
- [McGill EHS first aid training](#): ehs@mcgill.ca

Thank you!

