1. All applications of Sweat Lodge Ceremonies (the Event) must be made with at least ten (10) working days notice to the Director, Security Services, to allow time to obtain the required approval from the City of Lethbridge Fire Department. Bookings cannot be guaranteed and are subject to any municipal or provincial fire bans and/or weather conditions.

2. All applications of Sweat Lodge Ceremonies are to be made by a University of Lethbridge employee, known as "the event organizer/key contact" via a Security Services Sweat Lodge Contract, Appendix “A” attached.

3. One or more University of Lethbridge employees involved in organizing the Sweat Lodge Ceremony must be on site at all times during the ceremony, and identified as the key contact person(s) to Security Services prior to the event. The key contact(s) are responsible for ensuring the conditions of the contract and the Sweat Lodge Ceremonial Procedures are adhered to at all times.

4. Requests for the use of the Sweat Lodge are subject to review by the Director, Security Services and Manager, Risk and Safety Services. Requests by external parties will not be granted unless strict risk management protocol, inclusive of a fire safety plan, is adhered to and evidence of event and/or Comprehensive General Liability insurance is provided.

5. All ceremonial activities are to be confined to the area designated on the campus map referred to as the "Sweat Lodge Compound." The storage of wood and rocks used in the ceremony shall be placed within the Sweat Lodge Compound. The sweat lodge itself should be no more than 200 square feet and should be a minimum distance of 25 feet from any structure.

6. The key contact(s) is responsible for arranging for and all costs relating to the placement of portable toilet facilities, inclusive of hand washing facilities, garbage collection, fire protection etc within the compound for the duration of the event and to ensure the prompt removal upon conclusion of the sweat lodge ceremony.

7. The key contact(s) will ensure all endeavors are made to return the site of the Sweat Lodge Compound to its original state. Any costs incurred by the University for repairs of damages to the site and/or the removal of any debris arising from the event will be the responsibility of the key contact(s).

8. Parking is permitted in the parking zone adjacent to the Sweat Lodge Compound. In the event additional parking is required Parking Services will make reasonable efforts to provide additional parking dependent upon the key contact(s)’s needs. Priority however is given to ensuring there is immediate and unobstructed access for emergency and/or security vehicles. Parking is prohibited in any other area unless agreed to and approved by Parking Services.

9. In accordance with their normal duties Security Services may conduct one or more patrols of the Sweat Lodge Compound during the course of the Event; however any additional requests for Security’s involvement will be at the key contact(s)’s expense and must be arranged and paid for at the time of the booking.
10. The event organizer is to ensure that at all times the designated key contact(s) is in attendance with a cell phone to report any emergency that may occur. Provisions must be made for adequate supply of water and fire extinguishers are on site in close proximity to the fire pit and all sides of the Sweat Lodge. All emergencies are to be reported to 911 and Security Services at 403-329-2345. Any incident or accident must be reported to Security Services.

11. In accordance with University of Lethbridge and City of Lethbridge regulations the use of alcohol, firearms and fireworks is strictly prohibited.

12. It is the responsibility of the event organizers and the key contact(s) to ensure the activities performed at the Sweat Lodge site are conducted in a safe and responsible manner. The Director, Security Services (or designate) has the complete authority to close down the event should it be determined that protocols are not being followed or there is a potential of risk to property or persons.

13. The University of Lethbridge reserves the right to deny any person or group’s use of or access to the site.

14. These Sweat Lodge Procedures and Appendix “A” form the basis of the complete contract for the use of the Sweat Lodge Compound for the purpose of hosting a Sweat Lodge Ceremony.
Appendix A

University of Lethbridge Security Services
Sweat Lodge Contract

Name of Group:______________________________________________________________

Contact Name: ___________________________ Phone No:_____________________

Name of Event:______________________________________________________________

Date(s) of Event:_________________________ Times:_________________________

Location & Type of Event ____________________________________________________

Equipment Required: Water/Firefighting equipment/Cell Phone

Cell Phone # ________________

Other:___________________________________________________________

Fee Charge: Board Approved Fee ____________ Paid: YES_____ NO ______

1. Payment:

Payment is required at the time of booking and is subject to confirmation by Security Services; no confirmation of the booking will be made until payment is received. Payment can be made in cash or via an internal money transfer.

2. Cancellation or Refunds:

A refund of the booking fee will be given for any cancellation in excess of 48 hours prior to the event start time.

3. Procedures & Conditions:

In addition to the Sweat Lodge Ceremonial procedures, I______________________ [Name], as the event organizer, agree to and fully understand the conditions of the City of Lethbridge Fire Permit Regulations and the University's Sweat Lodge Ceremonial Procedures, which includes but is not limited to the following:

3.1 It is the responsibility of the applicant to:

   a. Be familiar and abide by the requirements of this Permit and By-law.
   b. Obtain permission, if necessary, to burn on any land.
c. Ensure Security Services is notified 403 329-2345 prior to commencing the burn.
d. Complete and provide a hazard assessment prior to the commencement of the event.

3.2 Fire Permit period is limited to one day or a reasonable time period as determined by the Fire Authority's observations of the burn site.

3.3 The Fire Permit may be cancelled at any time.

3.4 Burning shall be carried out in compliance with the following conditions:

(i) Materials burned must only be burnable debris in accordance with the Clean Air Act Alberta Regulation 217/75 with amendments.

(ii) Wind conditions shall be less than 25 km/hr.

(iii) At least one (1) Key Contact must be in attendance with a cell phone to report any emergency that may occur.

(iv) Consideration must be given to avoid obscuring visibility on adjacent roads.

(v) Provisions are made for sufficient number of fire extinguishers on site.

(vi) The nuisance to neighboring properties must be considered. The fire cannot be stacked with wood /combustibles so as to create a flame higher than 1 meter to minimize flame and smoke spread.

(vii) The organizer/key contact is responsible for ensuring that the fire is completely extinguished at the end of the event.

(viii) The key contact person must notify Security Services via 403 329 2345 when all fires are extinguished so that a Hot Work Check can be conducted in the presence of the key contact person or their designate at the conclusion of the event.

4. **Hold Harmless & Indemnification:**

The applicant agrees to indemnify and save harmless the University of Lethbridge, its Board of Governors, officers, employees, agents, volunteers and assigns and the City of Lethbridge from any and all claims, losses, costs, damages of any nature whatsoever connected to or arising out of the operations authorized by this permit and any other activities associated with the event for which the permit was granted. Costs are inclusive of reasonable defense costs, expert fees, fines and fire brigade charges and other extinguishing expenses.
5. **Property of the University:**

The Booking Group shall be fully responsible for any damage or loss howsoever caused by it, its employees, agents, registrants, or any other person or group acting in the name of or any person admitted to the premises by the Booking Group, done to the University’s facilities, equipment, services, or property, whether utilized as part of the Booking Group’s program or not. The Booking Group agrees to pay to the University on demand the cost of repair or replacement of any such damage or loss.

6. **Property of Others:**

The University is not responsible for any claims, damage or loss, inclusive of theft, to any property whatsoever owned by a Booking Group, its members, registrants, agents, suppliers, contractors or invitees. All such property and materials are to be at the Booking Group's risk.

7. **Waivers:**

A degree of risk of personal injury, illness or death is inherent in all outdoor activities. Participation in a Sweat Lodge Ceremony provides an increased risk factor and it is the responsibility of the organizers of the event and the key contact to ensure that the participants are aware of the risks and are requested to sign a waiver prior to participating in the Sweat Lodge Ceremony. Risk and Safety Services should be consulted for provision of the required waiver document prior to the event. Please ensure that you and your group fully understand what these risks are and that you are prepared to accept this element of risk before signing this contract. The University will not be held liable for any injury, illness or death resulting from the events held on University property.

8. **Insurance:**

Event insurance and/or Comprehensive General Liability Insurance for a minimum limit of $2,000,000.00 is required for use of the University Facilities by external parties. The University requires that it be added as an additional named insured and that evidence of the required insurance be provided prior to the commencement of the Event.

Internal bookings should consult directly with Manager, Risk and Safety Services to discuss any insurance requirements.

_____________________________________________  _______________________________
University of Lethbridge Booking Group                  University of Lethbridge Event Organizer

Signature: ____________________________________  Signature: ______________________________

Date: ____________________  Date: ____________________