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| **UPEI Student Union** | **Policy No.** UPEISU23 | **Revision No.** 4 |
| **Policy Title:**Student Union Coat Check Policy | **Page:**1 of 2 |
| **Creation Date:**May 8th, 2015 | **Version Date:**February9th , 2020 | **Review Date:**Annually (summer) |
| **Authority:**UPEI SU Council | **Responsibility:**General Manager |

Preamble

 The following are the procedures for ensuring that coat check for UPEI Student Union events has been properly organized, staffed and that the expectations are clearly outlined.

1. **Coat Check Selection**
	1. The VP Student Life will contact all registered sub organizations prior to the event to make them aware there is a fundraising opportunity available and the details on how to apply.
	2. If sub organizations are interested they must apply to the office of the VP Student Life prior to the application deadline.
	3. The Executive Committee will review all applications and contact the sub organization(s) to make them aware they have been selected.
	4. A minimum of one day prior to the event the sub organization(s) must meet with the VP Student Life to sign a coat check contract.
2. **Cash Float**
	1. The UPEI SU will provide a cash float with adequate change to the Fox & Crow Manager and will give it to the society responsible for the coat check.
	2. The cash float must be returned to the Fox & Crow manager at the end of the night.
	3. Societies are liable for any cash lost from the cash float.
3. **Coat Check Workers**
	1. The society running the coat check is responsible for providing eight workers.
	2. Prior or during the event, society staff shall not be impaired.
	3. One UPEI SU security member shall be assigned to the coat check table as a safety precaution.
4. **Coats and Jackets**
	1. UPEI SU Societies will charge $2.00 per jacket.
	2. The hanger number must be written on the person's hand.
	3. If jackets are doubled up on hangers, charge $2.00 per jacket and write numbers on both persons.
	4. A coat will only be returned to the person with corresponding number.

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* 1. When a jacket is returned to its owner, a coat check worker will cross out the number on the owner’s hand.
	2. In the event of unclaimed coats, the society shall report to the Fox & Crow Manager, who will ensure the coats are properly tagged, dated and locked securely in the storage room.
1. **Clean-Up**
	1. The society shall perform a clean-up of the coat check area at the end of the night.
	2. The society shall not leave until the Fox & Crow Manager has inspected the coat check area for cleanliness, and has ensured that all coats are accounted for.
2. **Payment**
	1. The day after the event the Administrative Coordinator will collect the deposits from the Fox & Crow and reconcile the deposit.
	2. If there is a discrepancy, the Administrative Coordinator talks with the sub organization(s) to rectify the situation.
	3. If a sub organization does not fulfill the contract, ten percent of the coat check sales remain with the UPEI SU as a penalty.
	4. The maximum payment a sub organization can receive would be $500 as the UPEI SU has to occur costs of setup and the wages of one security member.
	5. The Administrative Coordinator will let the VP Student Life and General Manager know how much was collected.
	6. The General Manager will contact the Fox & Crow Manager and VP Student Life to make sure the contract was fulfilled prior to processing payment.
	7. The General Manager will process the cheque and give it to the VP Student Life to present to the sub organization(s).