



The University of Lethbridge

Sweat Lodge Ceremonial Procedures

August 2010

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.



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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.

