



## FACILITIES RENTAL AGREEMENT

### PART I

The individual or the group renting space needs to indicate if they have a link with the *Université de Sudbury*.

Link to the *Université de Sudbury* (if applicable): \_\_\_\_\_

Is the event sponsored/co-sponsored by the University? Yes  No

Requested Room/Location: \_\_\_\_\_ Group Name: \_\_\_\_\_

Contact Person (must attend the event): \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Billing Address (if applicable): \_\_\_\_\_

Event Description: \_\_\_\_\_

Event Dates(s): \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

When would you like to come prepare the room/location: Date(s): \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Will any rental furniture and/or equipment be brought in? If yes, please list the items: \_\_\_\_\_

Will you be using a caterer? Yes  No  (Please note, no cooking facilities are provided with the rentals.)

Room setup - diagram included  number of chairs: \_\_\_\_\_ number of tables: \_\_\_\_\_  
 microphone  lectern   
 portable screen (6X6)  fixed screen  (Canisius / Classrooms)

<p>Will alcohol be served? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>If alcohol is served, security</b> for the event is <u>mandatory</u>. Furthermore, the following paperwork must be provided <u>no later than 48 hours</u> before the event.</p> <p><b>Failure to provide these documents on time may result in booking cancellation.</b></p> <ol style="list-style-type: none"> <li>1. LCBO Special Occasion Permit</li> <li>2. Party Alcohol Liability Certificate (through insurance broker)</li> <li>3. Smart Serve cards of servers</li> <li>4. Any advertising for the event</li> </ol> <p><b>Mandatory for social events:</b></p> <ul style="list-style-type: none"> <li>• Two security guards to be billed per hour, per guard</li> <li>• The guards are booked by the University and charged to the organizer</li> </ul>	<p><b>For Office Use</b></p> <p><b>Documents received:</b></p> <ol style="list-style-type: none"> <li>1. LCBO Special Occasion Permit <input type="checkbox"/></li> <li>2. Party Alcohol Liability Certificate <input type="checkbox"/></li> <li>3. Servers' Smart Serve Cards <input type="checkbox"/></li> <li>4. Event Advertising <input type="checkbox"/></li> </ol> <p><b>Date received:</b></p> <p><b>Other:</b></p>
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<p><b><i>This section for Canisius Hall rentals</i></b></p> <p>Will a smudging and pipe ceremony be held? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please read the related policy on the <a href="http://uSudbury.com">uSudbury website</a>.</p> <p>Rental bookings must be made at least seven (7) days prior to the event so that the University may prepare as per its internal policies.</p>	<p><b><i>This section for arbour rentals</i></b></p> <p>Please read the related policy on the <a href="http://uSudbury.com">uSudbury website</a>.</p> <p>Fire keeper's name: _____</p> <p>Rental bookings must be made at least seven (7) days prior to the event so that the University may prepare as per its internal policies.</p>
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<b>RENTAL FEE SCHEDULE</b>				
	<b>Regular Daily Rate</b>		<b>Discounted Rate or for half day (unavailable evenings)</b>	
	Saturday or Sunday	Monday to Friday	Weekend Day	Monday to Friday 9 a.m. to 5 p.m. 3 hours or less
Classrooms / Meeting Rooms	\$400	\$200	\$200	\$100
Canisius Hall (max : 120 people seated)	\$750	\$500	\$350	\$300
Chapel (max : 50 people) • For appropriate use, subject to approval • Unavailable Sunday mornings	\$300	\$200	\$200	\$100
Ludger and Amanda Michel University Commons (Michel Hall)	\$600	\$400	\$300	\$200
Nishnaabe-gkendaaswin Teg (the arbour)	\$600	\$500	\$500	\$350
HST is in addition to stated fees. Basic set-up and clean-up are included in the fees. Additional costs may be incurred for security, special occasion permit, equipment rentals, etc. Regular parking fees apply except for parish activities outside normal business hours.				

## PART II

As the person responsible for this event, I, \_\_\_\_\_ understand and accept the following:

1. **I agree to pay the fee of \_\_\_\_\_, which represents:**
  - a. rental;
  - b. security;
  - c. other;
  - d. HST.

**N.B.** Other fees may apply at the discretion of the University (example: extra set-up or clean-up).

2. I have read and understand all related documents for this booking (policy, procedures).
3. I will be responsible for the conduct of the people attending and for damages to the premises, should they occur, in relation to the event.
4. I agree the premises will be left in the condition in which they were found. Any extra clean-up required will be billed to the users at \$25 per hour.
5. Parking is available in the general lot only. The cost is \$6 per car.
6. In the event of a cancellation, it is my responsibility to contact the Finance Department, weekdays between 9 a.m. and 4:30 p.m. at 705-673-5661, extension 416, at least 24 hours in advance.
7. The University reserves the right to cancel the reservation under special circumstances. The contact person will be notified as soon as possible.

**N.B.** Unpaid invoices 30 days following the event will be subject to 2% interest per month.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Person's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Université de Sudbury* Authorization

The University will confirm as soon as possible if this event is approved and will determine the rental fees according to the requirements of the event and fee schedule.

**Until this document is authorized by the University, it serves as an application only.**