



Space Rental Policy

1. General Regulations

The following regulations and procedures apply to all University of Saskatchewan Students' Union space.

1.1 Groups and individuals must comply with all fire and building regulations.

1.2 Groups and individuals must not obstruct hallways, doorways, or any pedestrian walkways.

1.3 Groups and individuals may not aggressively solicit or approach students. This is deemed as harassment.

1.4 Groups and individuals may not distribute visual materials in Place Riel, the Memorial Union Building, or the Tunnel without the permission of the Executive or the Facilities Manager.

1.5 Groups and individuals must conform to all requirements specified by the law and are responsible for the purchase of any licenses required by the law. The Students' Union will not accept responsibility for any legal action taken against a group or individual.

1.6 Groups and individuals may only use and operate within the space to which they are assigned.

1.7 The Students' Union does not provide auxiliary equipment or supplies for groups and individuals. This includes extension cords, storage facilities, etc.

1.8 The Students' Union reserves the right to refuse or cancel any booking at any time.

1.9 The Students' Union reserves the right to amend, add, or delete any of the terms, conditions and policies relating to the use of its facilities.

2. General Procedures

2.1 Students' Union space may be used for three purposes:

- Information: A group or individual may provide information on themselves to raise awareness of their mandate and activities as well as to recruit members.
- Retail: A group or individual may sell merchandise in order to raise funds. Retail sales are limited by the exclusivity and restrictions as identified in this policy.

- Events: A group or individual may host an event, social or otherwise. Any event at which liquor is served must adhere to the terms and conditions outlined in Section 3.

2.2 Unless the rental fee is being billed to an existing account, renters must pay their rental fee on the first morning of the booking, before any equipment, advertising or retail is set up. Failure to pay rental fees promptly may result in the space being rented to another vendor and may seriously impair the approval of space rental for the group in the future.

2.3 Any complaints regarding the conduct of a group or individual using Student Union space will be investigated. If a breach of any of the terms, conditions, and policies on the use of the space occurs, it may result in the immediate cancellation of the rental agreement and the expulsion of the group or individual from Student Union space, without refund.

2.4 Prior approval for retail sales and related activity is required.

2. Liquor Functions

3.1 Liquor functions in Student Union space must be booked with the Food & Beverage Manager.

3.2 Louis' must provide the staff and alcohol for all liquor functions.

3.3 All liquor functions must be confirmed five (5) days in advance.

3.4 Food must be made available at all liquor functions.

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4. Campus Club Space Description

The Campus Club Space in Upper Place Riel is available for booking and use by ratified campus groups at no fee.

5. Campus Club Space Regulations and Procedures

5.1 The space is available to ratified campus groups and members thereof.

5.2 The space is available on a come-and-go basis for workspace and public meetings and may be booked for private meetings.

5.3 Booking for private meetings is subject to availability. In the case of a conflict between two groups, the group that used the space the least in the previous year will be given priority.

5.4 The space may be booked for a maximum of four (4) hours per week per student group.

5.5 The space has nine (9) lockable drawers available for use by ratified campus groups. The drawers may be booked from September 1st to April 30th with a \$50.00 refundable deposit.

5.6 The space has a telephone that is available for use by ratified campus groups and members thereof for local phone calls.

6. Roy Romanow Student Council Chamber Description

The Roy Romanow Student Council Chamber in Upper Place Riel is available for booking and use for a fee.

7. Roy Romanow Student Council Chamber Regulations and Procedures

7.1 The chamber has a capacity of forty-five (45) people, which may not be exceeded.

7.2 The chamber is permanently booked for University Student Council on Thursdays from 5:30 to 10:00pm and therefore may not be booked during this time.

7.3 The chamber is available for catered events if either Louis' or a Lower Place Riel tenant is providing the service.

8. North Concourse Description

The North Concourse in Upper Place Riel is available for booking and use by ratified campus groups at no fee and other groups for a fee.

9. North Concourse Regulations and Procedures

9.1 Groups are responsible for their own furniture/equipment set-up and takedown. The USSU will set up and takedown tables for the cost of \$10.

9.2 Equipment set-up is only permitted in the designated areas defined by the USSU.

9.3 Loud noise is not permitted. This area is for quiet rentals only as determined by the USSU.

9.4 Catering is provided exclusively through the USSU food and beverage catering menu or from the Lower Place Riel food court tenants. Necessary arrangements must be made through the Administrative Secretary before the space is booked.

10. Tables in the Arts Tunnel Description

The tables in the Tunnel are available for booking and use by ratified campus groups at no fee and other groups for a fee.

11. Tables in the Arts Tunnel Regulations and Procedures

11.1 One table and two chairs are provided per booking, as is access to electrical outlets.

11.2 If music or sound effects are to be used at a table space, they must be kept to a minimal volume.

11.3 No group is permitted to book on behalf of another.

11.4 On-Campus Groups (affiliated or otherwise) are not permitted to book table space for the promotion of a third party. Advertising for an event must promote the event itself and not focus on the facility in which the event is to be held. If such is not the case, the On-Campus Group will be charged the appropriate rate. USSU sponsored events may book table space for a third party if, and only if, the party is promoting part of a USSU campaign.

11.5 Display spaces are rented for the entire day and hours of operation are the renter's decision.

11.6 Groups may only operate behind, or within 3 feet of, the assigned table.

11.7 The USSU will allow businesses, including competitors to USSU operations, to passively advertise and promote their products in our buildings and publications. However, the active sale of competing products and services will not be permitted.

11.8 Appropriate decorum must be observed at all times. Offensive materials, loud music, harassment of passers-by and other inappropriate behavior will not be tolerated and will result in loss of space and/or booking. Respect for divergent points of view is expected at all times.

11.9 The USSU reserves the right to decide any point not covered in the above rules and further reserves the right to refuse any booking.

12. Tabling Package Description

A tabling package consisting of a table and two chairs is available for booking and use by ratified campus groups, the centres, and the executive at no fee.

13. Tabling Package Regulations and Procedures

13.1 The package is available for booking by ratified campus groups, the centres, and the executive, in that order of precedence.

13.2 Ratified campus groups must make a \$20.00 deposit, which will be refunded if the package is returned without damage. If the package is not returned within forty- eight (48) hours, then the group will be billed for the cost of replacement subject to the approval of the Vice-President Operations & Finance.

13.3 The package must be returned to the Main Office by 4:30pm on the date of booking.

13.4 The package is available for use in space under the jurisdiction of the University of Saskatchewan, subject to the rules, regulations, and requirements of Facilities Management Division and Room Scheduling.

13.5 The package is available for use in space under the jurisdiction of the USSU, subject to the rules, regulations, and requirements of the USSU.

| Contact Information: Vice-President (Operations and Finance) 966-6967 | | | |
|---|------------------------------|------------------------------|--------|
| Policy Authority | | Budget and Finance Committee | |
| Approvals | Board/Committee | Date | Motion |
| Created | Executive Committee | 14/08/12 | EXEC33 |
| Amended | Executive Committee | 15/10/12 | EXEC51 |
| Amended | Executive Committee | 29/10/13 | EXEC47 |
| Amended | Budget and Finance Committee | 13/02/14 | BFC101 |
| Amended | Executive Committee | 02/04/14 | EXEC39 |
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