UNIVERSITY CENTRE SERVICES
RESERVATION SERVICES POLICY
Effective September 1st, 2017

Terms of Use
University Centre multi-purpose and executive meeting rooms are available for booking and use by all university and external community members. Established room rental rates, if applicable, will be applied based on the duration of the rental period and type of user group booking the space. There are three defined user groups:

1. Internal Groups: All student, departmental, college, and other organizational groups recognized as an accredited group/entity by the University of Guelph, Central Student Association, or Graduate Student Association are recognized as internal groups. Room bookings are available at no cost for internal groups.

2. Affiliated & Revenue Generating Groups: External groups with affiliation to a recognized internal group or an internal group booking a room with the intended purpose of generating revenue (excluding fundraising purposes) will be provided space at 50% of the regular room rental rate.

3. External Groups: All community and corporate groups/entities may book space at the regular room rental rate.

To ensure fairness and equality, all room reservations will be booked on a first come, first serve basis. Clients will be able to book rooms up to six (6) semesters in advance, or two (2) years, from the date of booking. All requests for block room bookings (regular re-occurring weekly bookings) will be subject to the review and approval of the University Centre prior to confirmation.

Express meeting room reservations may be booked up to two (2) hours in advance of the start of the reservation by contacting the Reservation Services Office at 519-824-4120 x58384 or visiting the office on Level 2, UC (Room 266, beside the CSA Office). All multi-purpose rooms and Peter Clark Hall reservations regularly require twenty-four (24) hours advanced booking. Exceptions can be made based on availability and type of usage required for the space.

The University Centre will work with groups to effectively manage reservations and booking of space based on the needs of each client.

For multi-day or large capacity events, a deposit of 50% of the applicable rates will be required ten (10) days prior to the start of the booking. The deposit fee is non-refundable and only applicable to Affiliated and External Group bookings.

Standard Room Amenities
All University Centre meeting rooms and multi-purpose rooms come fully furnished with standard room setup and basic integrated audio visual usage. Additional services and custom room setup is available upon request, please refer to our Reservation & Event Services Guide for additional information.

Integrated Audio Visual Support
Most meeting and multi-purpose rooms are equipped with integrated audio visual (A/V) systems for display and presentation purposes. Basic plug and play usage of the A/V system is included with the room booking. Advanced A/V support including the use of any special adaptors is available for $48.00 per booking.

Clients using A/V systems are responsible for the care and condition of the system during the room booking. Any issues or concerns with the condition of the A/V system need to be forwarded to the attention of the Reservation Services Office immediately.

Approved Room Usages
The objective of the University Centre to provide social, recreational, educational and cultural activities which are not normally offered through the regular academic curriculum or other University services. Respecting this objective, the University Centre will not regularly permit space to be utilized for routine academic purposes associated with credit programs (e.g. regularly scheduled undergraduate/graduate lectures, midterm and final examinations, registration). This policy is not to discourage academic departments from using University Centre facilities but rather to encourage the development of innovative, non-routine, activities and events (e.g. special lectures or seminars, exhibitions). Special exemptions to this policy may be requested and reviewed for consideration.
Food & Beverage Services
All food and beverage services including alcohol service may be arranged through University Centre Services (Brass Taps Pub, Campus Bakery Co., and UC Event Services) or Hospitality Services. Prepared food items and alcohol beverages can only be provided by these service providers to ensure adherence to local and provincial food safety, health, and liquor regulations.

Cancellation & Non-Use Policy
The University Centre aims to maximize availability and usage of all rooms in order to meet the large amount of requests for space in the building. To ensure rooms and space are used effectively, the University Centre requires notice of cancellation immediately in order to make the space available for another group. For late cancellations and non-use of space (failing to arrive and use the room booked), the following late cancellation fees will apply to any user group:

1. Meeting Rooms: All standard meeting room bookings require a minimum of twenty-four (24) hours advanced notice for cancellation. These rooms include 004, 005, 332, 333, 334, 335, and 429.

2. Multi-Purpose Rooms & UC Courtyard: Multi-purpose room bookings and all courtyard bookings require a minimum of five (5) calendar days advanced notice of cancellation. Multi-purpose rooms include 001A, 001B, 123, 430, 441, and 442.

3. Peter Clark Hall: All bookings for Peter Clark Hall (centre section and complete hall) require a minimum of ten (10) calendar days advanced cancellation notice.

Room cancellations within the late cancellation period and non-use of space will be levied a charge equaling the regular room rental rate for the booking plus a ten (10%) service recovery fee. Cancellation fees may be waived under special circumstances upon request, subject to the approval of University Centre management.

Committed to Service
The University Centre team is committed to serving your needs and providing the best quality service and clean, user-friendly spaces. Please contact us anytime with your inquiries or requests and we will strive to meet your needs.

UNIVERSITY CENTRE ROOM SERVICES SETUP & EQUIPMENT RENTAL
Effective September 1st, 2017

Room Setup Designs
Standard Room Setup: As defined by room, no charge.
Tradeshow Setup: Arranged to specific request - $104
Custom Setup: Including lecture setup – Starting at $52

Equipment Rentals
Quick Folding Tables (5’): Delivered & Setup $5/Table
Folding Table: With black, red, white linen $10/Table
Cocktail Table: Stand-up table, setup $7/Table
Cocktail Table: With Wrapped Linen $12/Table
Tablecloth Service: Red, Black, White, Gold $5.50/Ea.
Lecture/Podium: Delivered, set in place $26/Day
Custom Stage Service: Select rooms only $24 - $95
Black Molded Chairs: Delivery outside UC $1/Chair
Prize Spinning Wheel: Delivered & Setup $26/Day
Display Easel & Paper: Includes Markers $18/Each
Free Standing White Screen: Set in place $18/Day
Portable Whiteboard: Includes Markers $20/Day

Audio Visual Equipment & Services
HD Digital Projector with Remote $39/Day
Wireless Presentation Remote with Pointer $14/Day
Apple or PC Display Adaptors $10/Day
Laptop Rental for Presentations $25/Day
Compact Amplified Speakers $25/Day
iPod with Spotify Premium Music App $35/Day
Microsoft Wireless Adaptor (PC Use Only) $15/Day
Basic Microphone Service (PCH, 442 Only) $15/Unit
Microphone & PA System (Setup) $55/Day
Microphone, PA, and iPod Service $75/Day
Lapel or Wireless Microphone Service $55/Day
LED Stage Lighting (Two Units, Custom Set) $145/Day
Advanced Integrated A/V Service/Support $48/Day
Professional Sound Technician (Up to 6 Hrs) $315/Day
Concert Sound Support: Custom Package $395/Day