

**SFUO Clubs
Facility and Space Rental Guide
2015-2016**

*Created by Conventions and Reservations, Community Life Service and SFUO
Revised August 2015*

1: FIRST THING TO DO:

Contact the SFUO to do the following:

- Is your club fees paid for 2015-2016?
- Find out the exact name of your club (to avoid confusion and ensure consistency).
- Only 2 individuals per club are allowed to make reservations on the club's behalf. Please ensure you are on this list or liaise with the individuals who are.
- Find out what your allocated budget is for events per session.
- **NEW!!!** Obtain your VEMS login and Password (See section 4 of this guide for more information)

2: CONVENTIONS AND RESERVATIONS: YOUR STARTING POINT

Conventions and Reservations is your one-stop shop for coordinating and planning all events on campus. We take care of facility bookings and transfer your requests to our suppliers (AV, food services, equipment rental, parking, security, etc.)

You can reach us at 613-562-5800 ext. 5771 or congres@uOttawa.ca.

3: RESERVATION DEADLINES:

You must submit your reservation request at least 5 business days prior to your event date for us to process it with our suppliers. We reject all reservation requests made less than 2 business days in advance, as this does not allow us enough time to process them.

4 : HOW TO MAKE A RESERVATION USING THE RESERVATIONS REQUEST FORM?

Refer to Annexe 1 to find out which rooms are available and how to book them.

4.1 VEMS: NEW THIS YEAR!!! Faster service now available through VEMS!

- We now have an easy access to room bookings through VEMS, a new online software prepared just for clubs! This is a faster service as you can see availability as well as making bookings directly in the system!
- In order to obtain an access login and password, you must complete and bring to the SFUO Office the completed form found in this guide (see Annexe A) for their approval.
- Once you receive your login and password, you can access the VEMS by following this link: <https://web30.uottawa.ca/virtualems/Default.aspx> . Further information on how to proceed is found once logged in.

OR

4.2: Online Reservation Request Form

STEP 1- Fill out the online reservation form: <https://uofrms.uottawa.ca/reservations/reservation>

You must submit your reservation request at least 5 business days prior to your event date for us to process it with our suppliers. We reject all reservation requests made less than 2 business days in advance, as this does not allow us enough time to process them.

- Select **“Clubs and associations belonging to the SFUO”**
- **Describe your event:** We must know what is going on in the spaces we rent at all times. Your description must include the purpose of your event and who the participants will be. We do not complete a reservation without a full description of the event.

- **Accept the terms and conditions:**
www.reservations.uOttawa.ca/en/policies/terms.html

NOTE: You don't have to fill out a new reservation form to change an existing reservation (e.g. change to logistical details, add/remove dates, etc.). Please contact your assigned agent directly. If you don't know which coordination agent has been assigned to your request, please send your new information to congres@uOttawa.ca. The information agent will forward your change to your coordination agent.

STEP 2- The online form will be sent to us automatically through our reservation system. Once we receive it, we will assign you a coordination agent, who will contact you within two business days. You may make any changes directly with the coordination agent.

STEP 3- The agent will send you a contract to review. **It is essential that you read through the contract, as it contains important information on liability, room access, fees, etc.** To confirm your reservation, you **must email us** to say that you approve the contract.

STEP 4- If you must make a payment, the agent will tell you the payment schedule. The contract must be paid in full 7 days prior to the event.

STEP 5- If indicated on your contract, pick up your keys at the indicated location on your reservation contract or Multimedia Access Card at the SFUO office. Don't forget to bring a copy of your confirmed contract with you to your event. You may be asked to show it to Protection Services. **(If you have not received a confirmed copy of the contract, your event is not confirmed.)**

5: COMPLIMENTARY RESERVATIONS AGREEMENT:

Each club receives **15 complimentary (free)** reservations **per session** (September-December/ January-April/ May-August) for events in the following locations:

- Classrooms
- Tabaret 112 (Huguette Labelle Hall)
- Kiosque in UCU Promenade (Concourse)
- Outdoor Spaces
- Lobbies

6: AV AGREEMENT:

Each year, the Teaching and Learning Support Service (TLSS) provides complimentary (free) access to specific multimedia rooms to the SFUO so long as no admission fee is charged for the event.

The 2015-2016 agreement from September-April covers the following classrooms:

ROOM	ROOM
FSS 1005	MRN AUD
FSS 7035	RGN 2005
VNR 2095	STE A150
LMX 339	UCU 205

Note that the person whose name is on the contract is responsible for obtaining the multimedia access card at the SFUO office.

In the event that a room that is not included in the AV agreement is used, you must use the University AV supplier (You may not bring your own equipment). The following fees (includes 15% coordination fees and 13% HST) are applicable:

Multimedia access and installation fee — \$325
Technician (mandatory) — \$32.50 per hour

7: PAYMENT:

You must follow this payment schedule for any fees:

Two (2) calendar days following your event confirmation: a deposit equivalent to the meeting room(s) rental charge(s).

Seven (7) calendar days before the event: full payment of the event estimate, including fees for catering, rentals, services and any other charges. **If we do not receive payment at that time, we can't guarantee the services from our suppliers and your event will be cancelled.**

8: AVOID ADDITIONAL CHARGES:

- You must return the mobile classrooms and boardrooms to their original set-up (tables and chairs back in place, etc.) before you leave to avoid additional fees (\$50-\$250 depending on the room and day).
- You must leave the room clean (food thrown out, tables wiped, etc.) in order to avoid clean-up fees.

9: CANCELLATION POLICY AND OTHERS:

You are to oblige to all the terms and conditions as well as the cancellation policy listed here: <http://reservations.uottawa.ca/en/event-and-reservation-policies/terms-and-conditions> in addition to the conditions listed in the confirmation contract you will receive.

Here are a few we would like to highlight:

9.1: Club Reservation with involvement of 3rd party:

Clubs are to make reservations for the club's purpose only as it relates to the club's mission. Permission from the SFUO club coordinator is to be requested when an outside party is involved in the event.

Employment recruitment, company presentation or other activities of this nature is not permitted under a Club's name.

9.2: RESOUND- Music License fee:

Re•Sound has been mandated by the Copyright Board of Canada to collect royalties when published music is played publicly. This includes, but is not limited to, background music played during receptions, weddings, assemblies, exhibits, fairs, festivals and physical activities. **Re•Sound** then compensates artists and record companies for their performing rights.

The University of Ottawa, through Conventions and Reservations, is required by law to collect these fees and to make annual payments to **Re•Sound** for the use of these rights. www.resound.ca

This 20\$ fee (+ taxes and coordination fees of 15%) is applicable per day/ per room, planning your event with or without the services from Conventions and Reservations as of April 1st, 2014.

9.3: Alcohol:

You must order any alcoholic beverages through Conventions and Reservations when you make your reservation. Bar services are offered in compliance with Liquor Control Board of Ontario regulations and University policies and procedures.

If you serve alcohol that you haven't ordered through Conventions and Reservations, your event will be shut down immediately and additional penalties will be imposed.

9.4: BBQ:

Please ensure to follow the health and safety measures listed in the BBQ Checklist <http://reservations.uottawa.ca/en/bbq-checklist> . In the event that the measures are not followed, the activity will be shut down immediately and additional penalties will be imposed.

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ANNEXE 1- SPACES AVAILABLE FOR CLUBS AND ASSOCIATIONS

SPACE	MEETING ROOM/ SPACE RENTAL FEES (Fees listed below includes room rental +15% coordination fees + 13% HST.)	AV FEES	How to Book?
Classrooms (including Marion Auditorium)	Free but limited (See section 5 of this guide) <u>After surpassed limits of free bookings:</u> Classrooms capacity of 0-74: \$130.95 Classrooms capacity of 75-149: \$184.50 Classrooms capacity of 150+: \$324.88	Please see section 6 <u>If any fees:</u> Multimedia access and installation fee — \$325 Technician (mandatory) — \$32.50 per hour You may not bring your own equipment (except in the portables).	* Classroom priority goes to the Office of the Registrar for classes. Classrooms are not available from Monday-Friday before 5:30pm. Some classrooms are available through VEMS For weekends, you must complete our Reservations Request Form (reservations.uottawa.ca)
Kiosque in UCU Promenade	Free but limited (See section 5 of this guide) <u>After surpassed limits of free bookings:</u> One table and two chairs — \$45.50 (day rate)	The coordination agent assigned to your request will inform you of who to contact for A/V equipment when requested.	VEMS only (see section 4 in manual)
UCU Boardrooms (206, 207, 301)	Free- unlimited	Projector and screen included (free). You must bring your own laptop to connect.	VEMS only (see section 4 in manual)
Terminus	Free- unlimited	You may bring your own AV or rent from Conventions and Reservations. (cost applicable) This space is managed by Community Life Service. Exceptional circumstances may arise and as a result we reserve the right to relocate or adjust your booking. As a last resort your booking may be cancelled.	VEMS only (see section 4 in manual)
Agora	Free- unlimited	You may bring your own AV or rent from Conventions and Reservations. (cost applicable) This space is managed by Community Life Service. Exceptional circumstances may arise and as a result we reserve the right to relocate or adjust your booking. As a last resort your booking may be cancelled.	VEMS only (see section 4 in manual)
UCU Auditorium (Alumni Auditorium)	If you don't charge an admission fee to your guests — \$75 If you do charge an admission fee to your guests — \$325	Fees vary depending on event requirements. Technician mandatory. The coordination agent assigned to your request will inform you of who to contact for A/V equipment when requested.	VEMS only- 15 days prior to event required (see section 4 in manual)
Tabaret 112	Please refer to complimentary (free)	You may bring your own AV or rent from Conventions and	You must complete our Reservations

(Huguette Labelle Hall)	reservation agreement below \$650 + \$200 key deposit (reimbursed when key is returned) Kitchen available for \$130 <i>Note that fees for equipment, transportation, etc. add up quickly in this room if you are not using the original 120-seat theatre style set-up.</i>	Reservations. There is a fee to use the spot lighting.	Request Form (reservations.uottawa.ca)
Multipurpose rooms (DMS 12110, 12102 and FSS 4007)	NO DMS 12110 — \$325 DMS 12102 and FSS 4007 — \$455 DMS 12102 kitchen and FSS 4007 kitchen — \$130 <i>Note that fees for equipment, transportation, etc. add up quickly in this room. You will require a sustainable budget.</i>	Installation fee — \$65 Technician (mandatory) — \$32.50 per hour You may not bring your own equipment.	You must complete our Reservations Request Form (reservations.uottawa.ca)
Lobbies, open areas, etc.	Rates vary depending on required space.	Fees are applicable depending on event requirements.	You must complete our Reservations Request Form (reservations.uottawa.ca)
Outdoor spaces	However, there are equipment rental fees (depending on your request).	Depending on the requirements	You must complete our Reservations Request Form (reservations.uottawa.ca)
Other boardrooms on campus	Rates and availability depends on the space.	Depending on the requirements.	You must complete our Reservations Request Form (reservations.uottawa.ca)

VEMS Access Request for SFUO clubs and associations 2015-2016

Scan and send to congres@uottawa.ca. Electronic signatures not accepted.

STUDENT CLUB OR ASSOCIATION
Official club or association name:
Mission:

Each SFUO club and association must assign two individuals responsible for submitting reservation requests. Requests submitted by individuals other than those indicated in the contact section below will be refused.

CONTACT (1)	CONTACT (2)
Full name:	Full name:
Student number:	Student number:
Cell.:	Cell.:
Email:	Email:
Signature:	Signature:
Date:	Date:

I acknowledge having read and understood each of the below statements. By affixing my initials, I agree to abide by these requirements.

REQUIREMENTS	INITIAL (1)	INITIAL (2)
All VEMS reservation requests must be made at least 48 hours prior the start of an event. Your reservation is not considered confirmed until you have received a "confirmed" contract from Conventions and Reservations.		
You must provide a complete and accurate description of the event, the purpose of the event as well as those who will be attending the event. If the description is incomplete, your reservation request may be delayed or cancelled.		
All event reservations must be for your club or association and connected to its mission. The presence of any businesses or the promotion of any products must be approved by both SFUO and Conferences and Reservations in advance. You agree to submit requests through VEMS only for events for your club or association. All other reservation requests must be made directly with the Conventions and Reservations office.		
All fees associated with the event must be paid in full prior to the event. If the fees are not paid, the University reserves the right to cancel the event.		
As your organization's contacts, you are responsible for any fees due to penalties, equipment loss or breakage, etc. If the fees are not paid, any upcoming reservations may be cancelled until the fees are paid in full.		
You agree not to share your organization's VEMS user ID or password. You understand that only the two individuals named above are authorized to access VEMS on behalf of your organization. You understand that your organization may lose its right to use VEMS for the balance of the academic year and have all reservations cancelled should this information be shared.		
TERMS AND CONDITIONS: You have read and understood the terms and conditions for events held on the University of Ottawa campus and understand that you are responsible for ensuring your club or association adheres to these terms and conditions.		
ALCOHOLIC BEVERAGES ON CAMPUS: The Alcohol Gaming Commission of Ontario and the Ontario <i>Liquor License Act</i> prohibit guests, employees and students from providing their own alcoholic beverages on University of Ottawa property and from obtaining a Special Occasions Permit (SOP) for on-campus premises. Any unauthorized alcohol will be confiscated and the event will be shut down. Alcoholic beverages must be ordered through Conventions and Reservations at the time of reservation		

LEAVE THIS SECTION FOR CONVENTIONS AND RESERVATIONS	
Received approval from the SFUO (attach email to this form):	
DATE:	WHO:
VEMS ACCESSES:	
User ID:	Password: