



# UNIVERSITY OF MANITOBA

## University of Manitoba Student Events General Information

The following is information for bona fide U.M.S.U. recognized student groups. Also included herein are details on services available and related costs for planning events on campus.

### Free of charge - No room fee

- Meeting rooms only for U.M.S.U. recognized student groups/councils holding gatherings (i.e. meetings, Bible studies, get-togethers) for which no admission is charged and no services are required from Special Functions apart from basic room set-ups.
- Information tables in Campo where there are no sales being made.

### Meeting room bookings:

Student groups/councils cannot make bookings more than six weeks in advance. Student group/councils receive meeting rooms at no charge, provided there is no charge to the students attending the function/meeting. If there is an admission charge, then there will be room rental charge at the student rate plus GST. This is consistent with the University policy on the Use of Facilities.

*Late in the fifth week, we will then accept a booking for the next six week block.*

For basic room reservations, we require two (2) working days notice. This allows for the time necessary to cross check all services requested; schedule the cleaning, set up, and inform University Centre tenants and visitors via the “Events Today” postings.

The basic meeting room booking rule is:

- Once a week for up to six weeks. Late in the fifth week, we will then book for the next six week block.  
**Examples:** Training sessions, weekly meetings, and weekly Bible studies.
- Once a day for a week period. At the end of each week, we will then book a room for another week period.  
**Examples:** Sorority/Fraternity “Rush” week(s), Student Group Orientation or Recruitment week(s), daily Bible studies.

This way meeting space is available to all student groups/councils on a fair and equitable basis.

## Catering Waiver

### Administrative Fee of \$ 25.00 + GST

- Charged on student events with approved/donated food supplies for events such as BBQ's, bake sales etc. where a **Catering Waiver** is required. **Note:** Meats, poultry & fish products *may not be donated*. These products must be purchased via the Special Functions department. All non alcoholic beverages must be Pepsi products as per the U of M Pepsi agreement.

### Administrative Fee + Staff Costs + GST

- Charged on large and/or complex student events where admission is not being charged, but a variety of services and coordinating must be done by Special Functions.
- Also charged on events where a small admission fee is being charged by the Organization to cover their operating costs only.

**Examples:** Fashion shows, ethnic celebrations, live public performances and/or productions, theme events such as Environmental Awareness Days, Multi cultural Week, etc.

*An administration fee of \$50.00 - \$150.00 may apply for event coordination*

- The administration fees may be charged for all space reserved and coordinated including space outside of University Centre.
- Due to building and fire regulations, any **non-alcoholic function** held in University Centre where 100 people or more are expected to be in attendance, we must have one (1) Fire Marshall on duty for every 100 people in attendance. A Fire Marshall can either be a trained volunteer provided by the student council/group or a paid University Centre Security. The University Centre Security staff costs are the student group's responsibility. Training of volunteers to be coordinated through Special Functions.
- At the discretion of Special Functions, non-alcoholic events over 600 persons may have a University Centre Security and/or a Function Manager assigned to the event. The University Centre Security and/or Function Manager costs are the student group's responsibility.
- In compliance with the U. of M. Campus Alcohol policy: Any alcoholic function held in University Centre, must have 2 security persons on duty for the first 100 people and 1 security for every additional 100 people in attendance. Paid security & event details are coordinated through the Special Functions department. All costs associated with a social are the responsibility of the student council/group.

### Room Rental Fees + Service Costs + Applicable Taxes

- A student room rental fee is applied to events where the Organization is charging for admission at the door or selling tickets to the event, such as socials, seminars, banquets, performances, high-profile speakers, etc. In these cases, the room rental is charged in addition to the costs and taxes for all other services provided such as staff, A/V, food and beverages, ticket printing etc. Room rental fees differ from room to room based on size. A price schedule is available at Special Functions.

**Example:** The student room rental rate for the entire Manitoba Room (MPR) costs \$150.00 per day + GST is applicable .

Table bookings in Campo for Recognized Student Groups/Councils where they are selling articles to raise money for their group. The fee for this is \$ 21.00 per day plus GST.

U.M.S.U. owns various audio visual equipment which it lends out to student groups at no charge. For further information or booking, please inquire at the U.M.S.U. office, 101 University Centre.

*A limited supply of audio visual equipment is available for rent at student rates on campus via the Audio Visual Department, 123 Fletcher Argue Building. This equipment must be paid for at the time of use and is subject to availability. Contact information is: [audiovisual@umanitoba.ca](mailto:audiovisual@umanitoba.ca), 474-8164.*

Sound and/or lighting equipment suitable for a band, DJ or live performance (including Karaoke) is NOT available anywhere on campus. Local companies such as STAGE LITE MANITOBA and SOUND ART PRODUCTIONS have “cash and carry” policies which work well for student groups.

### **Payment of Student Group Charges**

- All student groups must pay for any A/V, catering, room charge or other cost incurred by an event on campus, prior to the event date. We accept cash, debit card, credit card (Master Card & Visa only) or cheques made payable to “Aramark Canada”.
- Full payment is due 1 week prior to the event date. For events with estimated charges, 95% of the final estimated charge is due 1 week prior to the event date. Final charges must be paid within 30 days of the invoice.
- *In keeping with Conference & Catering Services policy, we will not process any catering orders or room bookings for any student group/council whose account is in arrears.*