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| **UPEI Student Union** | **Policy No.**  UPEISU11 | | **Revision No.**  2 |
| **Policy Title:**  Student Centre Rental | | | **Page:**  1 of 2 |
| **Creation Date:**  February 12th, 2015 | **Version Date:**  February 5th, 2017 | | **Review Date:**  Annually (summer) |
| **Authority:**  UPEISU Council | | **Responsibility:**  General Manager | |

**Information/Overview**

The UPEI Student Union and UPEI have partnered with respect to financing, design, construction, and operating of the W.A. Murphy Student Centre. The Student Centre facilities are provided for the needs of its membership and the University community but shall be available to the public on a pre-booked rental basis if the following conditions are met:

* 1. The type of use does not reflect adversely upon the UPEI SU;
  2. Renters comply with established policies and procedures, and;
  3. The type of use does not adversely impact the UPEI SU operations.

1. **Request for Rental**
   1. Individuals, groups, or organizations wishing to rent the Student Centre shall apply to the UPEI SU Administrative Coordinator stating the specific purpose, date, and time of the intended event.
   2. Individuals, groups, or organizations wishing to rent The Wave shall apply to the UPEI Wave Manager stating the specific purpose, date, and time of the intended event.
2. **Enforcement**
3. The UPEI SU Security is responsible for providing security services for events booked in the W. A. Murphy Student Centre.
4. Patrons are responsible to cover the cost of the UPEI SU Security Wages;
5. per 100 persons, 1 UPEI SU Security required;
6. if less than 100 persons, 1 UPEI SU Security is required, and;
7. additional UPEI SU Security may be required if deemed necessary by the UPEI SU.
8. **Rental Rate Schedule**
9. The WA Murphy Student Centre is free of charge for all UPEI Departments and ratified UPEI SU Societies.
10. Courtyard
    * 1. 3600 sq. Feet
      2. Capacity 424 standing and 300 seating
      3. 4 hour rate $350.00 + HST
      4. 8 hour rate $600.00 + HST
11. Day Lounge
12. Capacity 75 standing
13. 4 hour rate $150.00 + HST
14. 8 Hour rate $300.00 + HST

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1. The Wave
2. Capacity 283 standing
3. 4 hour rate $250.00 + HST
4. 8 hour rate $400.00 + HST
5. Student Union Boardroom
6. 4 hour rate $50.00 + HST
7. 8 hour rate $100.00 + HST
8. Concourse
9. Corporate Advertising & Sales
   * + 1. $250 half day + HST
       2. $400 full day + HST
10. Local Business
    * + 1. $100 half day + HST
        2. $150 full day + HST
11. Non-Profit Educational Advertisement & Sales
    * + 1. $50 half day + HST
        2. $75 full day + HST
12. Societies, Student Groups and University Staff/Faculty
    * + 1. No Charge
13. **MacMillan Hall Availability**
14. MacMillan hall is not available for rentals Monday-Friday from 8 am- 4pm, or Wednesday-Saturday from 4pm-2am, September-April unless approved by the Administrative Coordinator.
15. May-August MacMillan Hall bookings will be the responsibility of UPEI Conference Services.
16. By May 31st each year, the Student Union Executive will provide the administrative assistant with guidelines concerning appropriate exceptions based on the type of event with the understanding that this policy exists to promote use of space by groups contributing to student life, and restrict access of third party, non-student groups.
17. **Payments for Rental**
18. All rental charges are due upon use and made payable to the UPEI Student Union.