|  |  |  |
| --- | --- | --- |
| **UPEI Student Union** | **Policy No.** UPEISU11 | **Revision No.** 3 |
| **Policy Title:**Student Centre Rental | **Page:**1 of 3 |
| **Creation Date:**February 12th, 2015 | **Version Date:**December 6th, 2020 | **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 Manager stating the specific purpose, date, and time of the intended event.
	2. Individuals, groups, or organizations wishing to rent The Fox & Crow shall apply to the Fox and Crow 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 UPEISU 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

|  |  |  |
| --- | --- | --- |
| **UPEI Student Union** | **Policy No.** UPEISU11 | **Revision No.** 3 |
| **Policy Title:**Student Centre Rental | **Page:**2 of 3 |

1. Day Lounge
2. Capacity 75 standing
3. 4 hour rate $150.00 + HST
4. 8 Hour rate $300.00 + HST
5. The Fox & Crow
6. Capacity 283 standing
7. Ratified Students Club or Society
	* + 1. $250 + HST
			2. No fee if a guaranteed minimum $500 in sales before taxes is achieved.
8. UPEI Faculty & Staff
	* + 1. $250 + HST
			2. No fee if a guaranteed minimum $500 in sales before taxes is achieved.
		1. Not for Profit Organizations
			1. $250 + HST
			2. No fee if a guaranteed minimum $500 in sales before taxes is achieved.
9. Local Business/Community
	* + 1. $500.00 + HST
			2. No fee is a guaranteed minimum $1000 in sales before taxes are achieved.
10. Student Union Boardroom
11. 4 hour rate $50.00 + HST
12. 8 hour rate $100.00 + HST
13. Concourse
14. Corporate Advertising & Sales
	* + 1. $250 half day + HST
			2. $400 full day + HST
15. Local Business
	* + 1. $100 half day + HST
			2. $150 full day + HST
16. Non-Profit Educational Advertisement & Sales
	* + 1. $50 half day + HST
			2. $75 full day + HST
17. Societies, Student Groups and University Staff/Faculty
	* + 1. No Charge
18. **MacMillan Hall Availability**

|  |  |  |
| --- | --- | --- |
| **UPEI Student Union** | **Policy No.** UPEISU11 | **Revision No.** 3 |
| **Policy Title:**Student Centre Rental | **Page:**3 of 3 |

1. 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 Manager
2. May-August MacMillan Hall bookings will be the responsibility of UPEI Conference Services.
3. By May 31st each year, the Student Union Executive will provide the administrative Manager 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.
4. **Payments for Rental**
5. All rental charges are due upon use and made payable to the UPEI Student Union.