

The Brandon University Students' Union (BUSU) Items/Space Rental Policy



I. General

The following regulations and procedures apply to all Knowles Douglas Student Centre (KDC) and Student Union items/space in addition to the specific regulations and procedures for that space.

1. General Regulations

- 1.1 Groups and individuals must comply with all fire and building regulations.
- 1.2 Groups and individuals must not obstruct hallways, doorways, or any pedestrian walkways.
- 1.3 Groups and individuals may not sell items within the KDC/Students' Union space without the express permission of the Services Coordinator.
- 1.4 Groups and individuals must conform to all requirements specified by the law and are responsible for the purchase of any licenses required by the law. The Students' Union will not accept responsibility for any legal action taken against a group or individual.
- 1.5 Groups and individuals may only use and operate within the space to which they are assigned.
- 1.6 Groups and individuals submitting applications on behalf of another event type will be treated as that event type, e.g. a student booking space for their personal business will be treated as a Business Event and an individual tabling on behalf of a not-for profit will be treated as a Not-For-Profit Event.
- 1.7 Groups and individuals may book a space for a maximum of five (5) consecutive days.
- 1.8 Groups and individuals may not attach materials to any walls, ceilings or structures that are part of the building. No signs or backdrops may obscure existing signs or art.
- 1.9 The Students' Union is not required to provide auxiliary equipment or supplies for groups and individuals. This includes extension cords, storage facilities, etc.
- 1.10 No parking is permitted on Brandon University property without proper permit and authority. Materials must be loaded and unloaded at the 18th street entrance. Parking costs are the responsibility of the applicant. Should you require a day parking pass, you may contact Ancillary Services at 727-7394 to check for availability and prices.
- 1.11 The Students' Union reserves the right to cancel and/or reschedule any or all events/bookings at any time without notice, including this contract, unexceptional

circumstances or with one week's notice. In the event that a booking is canceled, the booking applicant will be notified as soon as possible and other accommodations will be arranged whenever possible. BUSU is under no obligation for the applicant's losses in the event of a canceled table booking.

1.12 If groups or individuals cancel their booking, the Services Coordinator, at their discretion, may levy a rental fee.

1.13 The Students' Union reserves the right to amend, add or delete any of the terms, conditions and policies relating to the use of its items/facilities.

2. General Procedures

2.1 Renters must pay their rental fee at least 3 business days before the event. any equipment, advertising, or retail will not be set up without payment. Failure to promptly pay rental fees may result in the space being rented to another vendor and may seriously impair the approval of space rental for the group in the future. Tenants will be charged for any damages caused by the tenant or persons allowed access to the space by the tenant.

2.2 Groups and individuals must demonstrate professional conduct at all times: There shall be no direct solicitation. There shall be no interference with Brandon University activities, safety or security. There shall be no conflict of purpose with the mission of Brandon University. Pursuant to Brandon University policy, smoking is permitted in designated smoking areas only. Groups and individuals must recognize, respect and maintain a level of volume that is conducive to others.

2.3 The BUSU Office and Services Coordinator shall investigate any complaints regarding the conduct of a group or individual using KDC/Students' Union space. If a breach of any of the terms, conditions and policies on the use of the items/space occurs, it may result in the immediate cancellation of the rental agreement and the evacuation of the group or individual from Students' Union space, without refund.

II. Elephant Room

1. Description

BUSU operates a large space on the 3rd floor of the KDC. This space features a kitchenette equipped drinkware. Tables and chairs are available in this space upon request. The Elephant Room is ideal for student gatherings, rehearsals, and meetings.

2. Regulations and Procedures

2.1 Groups and individuals may only book the space for a maximum of four (4) hours per week. (Exceptions may apply: Requests for additional time can be made on the Rental Contract and are at the discretion of the Services Coordinator.)

2.2 Requests for tables and/or chairs in this space must be submitted with the Rental Contract.

2.3 Groups and individuals are responsible for their own furniture/equipment set-up and takedown within their booking timeframe.

2.4 Alcohol cannot be present in this space without the required licensing/permits.

2.5 Any liquor alcohol present must be supplied by Bailey's.

3. Costs

Group and Event Type	Cost/ Day
On-Campus: Event for Students	No cost
On-Campus: Event for Community	\$50.00
On-Campus: Event for Business	\$100.00

III. Mingling Area

1. Description

BUSU operates a large open space on the ground floor of the KDC. Tables and chairs are available in this space upon request (Requests must be submitted with the Rental Contract). The mingling area is ideal for student groups advertising events or fundraisers.

2. Regulations and Procedures

- 2.1 If music or sound effects are to be used at a table space, it must be kept to a minimal volume.
- 2.2 Groups and individuals may only book the space for a maximum of six (6) hours per week. (Exceptions may apply: Requests for additional time can be made on the Rental Contract and are at the discretion of the Services Coordinator.)
- 2.3 Groups and individuals are responsible for their own furniture/equipment set-up and takedown within their booking timeframe.
- 2.4 If close proximity to an outlet is required, a request must be submitted with the Rental Contract.
- 2.5 Requests for tables and/or chairs in this space must be submitted with the Rental Contract.
- 2.6 Chairs cannot be placed on corridor or pedestrian side of the table.
- 2.7 Tables must be staffed at all times, during sales hours, unless previously arranged with BUSU Services Coordinator.
- 2.8 Appropriate decorum must be observed at all times. Offensive materials, loud music, harassment of passers-by and other inappropriate behavior will not be tolerated and will result in loss of space and/or booking. Respect for divergent points of view is expected at all times.
- 2.9 All tabling materials are subject to approval by BUSU/KDC and must not be in violation of the Canadian Charter of Rights and Freedoms, all Brandon University Bylaws and/or Policies (most often the Workplace Harassment Policy and the

Discrimination and Harassment Policy), and all applicable municipal, provincial, and federal laws.

- 2.10 Tabling Material which may be perceived as being discriminatory, offensive, denigrating, demeaning, or exploitative on the basis of gender, sexual orientation, age, race, class, religion, creed, ancestry, country of origin, ethnicity, or other grounds shall be deemed to be in violation of this policy, and will not be permitted to be posted in or around BUSU/KDC space(s), including BUSU/KDC tables. Tabling Material must also conform with the spirit of creating a positive space for students on campus.
- 2.11 The BUSU reserves the right to decide any point not covered in the above rules and further reserves the right to refuse any booking.

3. Costs

Group and Event Type	Cost/ Day
On-Campus: Event for Students	No cost
On-Campus: Event for Community	\$50.00
On-Campus: Event for Business	\$100.00

IV. Student Lounge

1. Description

BUSU operates a large space on the ground floor of the KDC. This space features meeting style tables, adjustable desks, and microwaves. The Student Lounge is ideal for student gatherings, presentations, and meetings.

2. Regulations and Procedures

- 2.1 Groups and individuals may only book the space for a maximum of four (4) hours per week. (Exceptions may apply: Requests for additional time can be made on the Rental Contract and are at the discretion of the Services Coordinator.)
- 2.2 Requests for tables and/or chairs in this space must be submitted with the Rental Contract.
- 2.3 Groups and individuals are responsible for their own furniture/equipment set-up and takedown within their booking timeframe.
- 2.4 Alcohol cannot be present in this space without the required licensing/permits.
- 2.5 Any liquor alcohol present must be supplied by Bailey's.

3. Costs

Group and Event Type	Cost/ Day
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On-Campus: Event for Students	No cost
On-Campus: Event for Community	\$50.00
On-Campus: Event for Business	\$100.00

V. Tables/Chairs

1. Description

Tables are 8' in length and 28" in width. Chairs are 18" and are stackable.

2. Regulations and Procedures

2.1 Requests for tables/chairs in conjunction with BUSU/KDC space bookings must be submitted with Rental Contract.

3. Cost

Group and Event Type	Cost/ Day
On-Campus: Event for Students	No cost
On-Campus: Any group	\$25.00
Off-Campus: Any group (Tables only)	\$10.00/ per table

VI. Projector & Screen

1. Description

BENQ Model MX511 projector with PC and A/V Input including: Analog RGB, HDMI, Component Video, S-Video, and Composite Video with PC and Audio Output. Input cords, adapters, and a 6' wide projector screen are available upon request.

2. Regulations and Procedures

2.1 Requests for input cords, adapters, and/or projector screen must be submitted with the Rental Contract.

2.2 Projector and Screen must not leave the KDC at any time. All bookings must take place in the KDC to use the Projector and/or Screen.

2.3 Projector, Screen, and additional items must be returned to the appropriate location, on time, and are undamaged.

3. Cost

Group and Event Type	Cost/ Day
Student	\$20.00
Community	\$25.00
Business	\$30.00

VII. Tents

1. Description

10X10 Portable Gazebo Tents.

2. Regulations and Procedures

2.1 The tents must not leave the Brandon University Campus without the express permission from the Services Coordinator.

2.2 The tent must be returned to the appropriate location, undamaged, and reasonably clean

3. Cost

Group and Event Type	Cost/ Day
Student	\$20.00/per tent
Community	\$25.00/per tent
Business	\$30.00/ per tent

Indemnification: You do hereby release the KDC, Brandon University, and BUSU from any claim which you have or may have and hereby agree to indemnify the KDC, Brandon University, and BUSU from and against any loss, cost, and expense in connection with your occupation and use of the premises or the common areas and facilities including, without limitation arising from: personal injury, damage, loss, or theft of property regardless of how it arises or is caused and whether or not the KDC of Brandon University is negligent. In this paragraph the KDC, Brandon University and BUSU include all their directors, officers, employees, representatives, contractors and agents. In addition, the applicant shall be responsible for any damages, loss, and/or expenses incurred during the applicant's occupation and use of the premises or the common areas and facilities of the university including without limitation arising from personal injury or damage, loss, or theft of property regardless of how it arises or is caused and whether or not the KDC of Brandon University, BUSU and Brandon University are negligent. In this paragraph, the KDC, Brandon University and BUSU include all of their directors, officers, employees, representatives, contractors and agents.